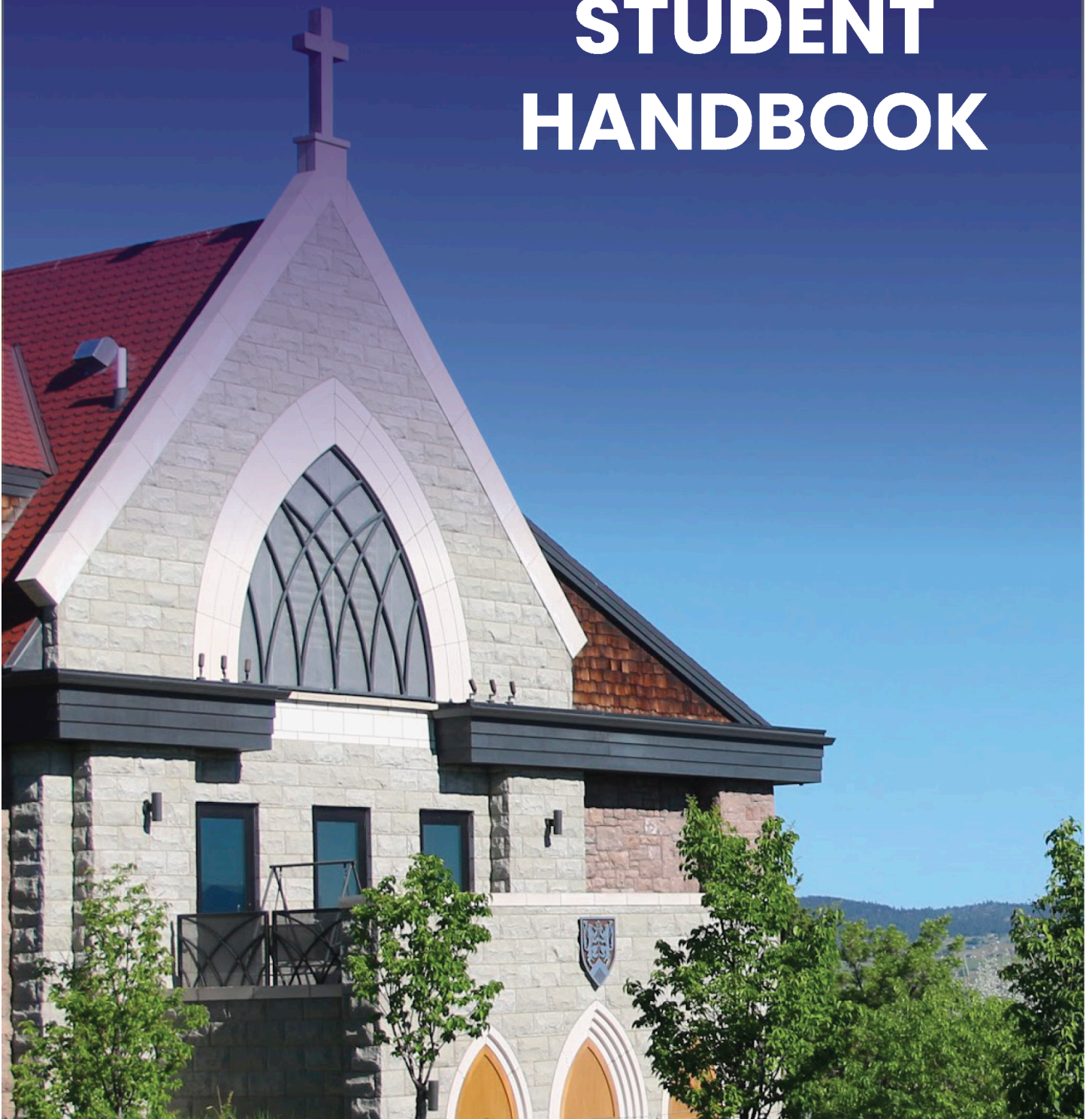


# 2025-2026

## STUDENT HANDBOOK



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The Carroll College Student Handbook contains the rules, regulations and policies that establish the official parameters for student life at Carroll College. These standards are binding on all Carroll College students. It is the student’s responsibility to be aware of these expectations and conduct themselves accordingly as members of the Carroll College community. All the rules and regulations are in effect for students on and off the campus. Responsible behavior is expected of Carroll College students wherever they may be.

# Carroll College Mission

## Student Handbook Disclaimer

This Carroll College Student Handbook is a document of record issued for the 2025-2026 academic year. This student handbook contains current information regarding the Carroll Code of Student Conduct, college policies, parking regulations, campus housing policies, annual fire and security reports, as well as emergency services. It is not intended to be and should not be relied upon as a statement of the College's contractual undertakings. Carroll College reserves the right to modify provisions of the Carroll College Student Handbook at any time, whenever it is deemed necessary or desirable. In case of any such modification, notice thereof will be given as is reasonably practical under the circumstances.

## Carroll College Mission Statement

Founded in 1909 by Bishop John Carroll, Carroll College is a Catholic, diocesan, liberal arts college in the ecumenical tradition of the Second Vatican Council. It advances its mission by fulfilling the following objectives.

### **Instilling an enduring wonder for knowledge that will prepare students for leadership and their chosen vocations**

As a liberal arts school, Carroll College acknowledges the practical role of preparing its students for a career, but it also affirms the traditional role of providing for the expansion of the intellectual, imaginative, and social awareness of its students. It is dedicated to providing for its students the means for their full realization of a dual goal of vocation and enlightenment. Thus, while providing substantial professional and pre-professional programs, the College encourages and expects all students to participate in a broad spectrum of academic disciplines.

### **Offering an integrative and value-centered education rooted in freedom of inquiry**

As an academic community, Carroll College affirms its commitment to the principle of freedom of inquiry in the process of investigating, understanding, critically reflecting upon, and finally judging reality and truth in all fields of human knowledge. As value-oriented, Carroll College is committed to and deeply involved in the further dimension of free deliberation and decision-making regarding values and personal commitment. Each student at Carroll, through personal and institutional means, is exposed to value systems with which one can

readily identify, including secular values such as the worth of work and the use of the intellect, humanistic values centering on the uniqueness and dignity of the person, and religious and moral values concerned with one's relationship to God, self, and others.

### **Engaging faithfully the intellectual tradition and the teachings of the Catholic Church**

As a Catholic college, Carroll is obligated to treat judgments concerning ultimate reality and decisions concerning ultimate value at both an academic and a pastoral level. This obligation involves the College's relationship to the Magisterium of the Catholic Church, defined as "the perennial, authentic, and infallible teaching office committed to the Apostles by Christ and now possessed and exercised by their legitimate successors, the college of bishops in union with the pope." Carroll College is committed to present faithfully within its curriculum the magisterial teachings of the Catholic Church. At the same time, it acknowledges the special role of the theologian, who—although not a part of the authoritative teaching body of the Church—makes available to the Magisterium his or her scientific competence, while acting as a mediator between religion and culture by carrying on an academic dialogue with philosophy, science, the liberal arts, the believing community, and secular society.

### **Serving all with humility, especially our neighbors who are poor and marginalized**

As a college founded by and related to the Diocese of Helena, Carroll has a special obligation to provide for the spiritual needs of the college community. At the same time, the resources of the College's Theology Department and campus ministry organization are available for the special religious needs of the diocesan community as a whole. Moreover, Carroll College rededicates its spiritual, academic, and social resources to the service of the citizens of Montana, its home, and to the worldwide human family through continuing efforts to guarantee to individuals, to groups, and especially to the marginalized the right to life, to personal and social dignity, and to equality of opportunity in all aspects of human activity.

### **Welcoming all persons of good will in a cooperative journey toward truth and virtue**

In the ecumenical tradition of the Second Vatican Council, Carroll College is committed to a policy of open participation by members of all religious faiths and all persons of good will in the total academic and spiritual experience of the college community. While standing fast by the teaching of the Catholic Church, and avoiding a false conciliatory approach foreign to the true spirit of ecumenism, Carroll College welcomes in love and respect the full participation of other Christians and non-Christians in an ecumenical dialogue and in a truly humble and charitable joint venture in the common search for the Ultimate Truth and the Ultimate Good which is the final goal of all education.

Officially adopted by the Carroll College Board of Trustees May 26, 1978

New format officially adopted by the Carroll College Board of Trustees November 7, 2014

## Accreditation

Carroll College is accredited by the Northwest Commission on Colleges and Universities, an institutional accreditation body recognized by the Council for Higher Education Accreditation and/or the Secretary of the Department of Education. The Northwest Commission on Colleges and Universities is located at: 8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981.

Carroll College is authorized to offer post-secondary degree programs in the State of Montana as required by the Montana Code Annotated and the Board of Regents Policy effective August 13, 2014. Carroll College has been approved for participation in the State Authorization Reciprocity Agreement (SARA) which provides a streamlined, reciprocity based process for participating post-secondary institutions to gain approval to offer interstate distance education in SARA member states. More information about the Montana post-secondary educational institution complaint process can be found online at <https://mus.edu/MUS-Statement-of-Complaint-Process.asp>.

The Civil Engineering and Engineering Science programs are accredited by the Engineering Accreditation Commission of ABET, <http://www.abet.org>. On February 22, 2019, the Carroll College Board of Trustees, through a campus-wide program prioritization process, discontinued the Engineering Science program. Effective Fall 2019, new students will not be admitted to the program. Current Engineering Science students will be taught to graduation with an accredited degree.

Carroll's Teacher Education Program is approved for licensure purposes by the State of Montana Board of Public Education.

The baccalaureate degree in nursing at Carroll College is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>). The program is also approved by the Montana State Board of Nursing.

The Business Department has a specialized accreditation through the International Assembly for Collegiate Business Education (IACBE) (<https://iacbe.org>).

Students who would like to obtain or review documentation of Carroll's accreditation may contact the office of academic affairs or the appropriate academic department.



# Student Engagement Division

## Student Engagement

### Student Engagement Division

Established in 2021, the division of Student Engagement joined two legacy divisions at the college: enrollment management and student life. [Student Engagement Organizational Chart](#).

Those serving in the division share a commitment to know, love, and serve our Carroll students and the rest of the Carroll community, empowering one another to lead generous lives of great purpose, goodness, and joy. The division advances the mission of Carroll College by inviting and recruiting students and families to our community, supporting them throughout their education, and providing a transformative student experience that fosters knowledge and virtue.

### Student Engagement Departments Campus Ministry

The mission of Campus Ministry is the development of the spiritual life of all the members of the campus community in order to serve Christ in all walks of life and to live in communion as the Body of Christ. The academic life of campus seeks an understanding of the world and each person's responsibility to work for justice. Campus Ministry at Carroll College encourages all members of the campus community to integrate in their decisions a personal discernment of God's will for their life. At the heart of our programs and events is the discernment of how God is calling each person to live their own life in union with Christ's gift of His life and share in both ministry and service. Especially through the celebration of the Eucharist, our campus community seeks to know God's will and live according to God's will.

Carroll's Campus Ministry team includes the chaplain/director of Campus Ministry and two assistant directors of campus ministry programs, student interns, and peer ministers. The Campus Ministry team is committed to respect all as their brother or sister in Christ. This means an ecumenical ministry that respects the real communion between all Christians and all who sincerely seek God as well as respects the religious liberty of all. For more information please visit <https://www.carroll.edu/faith-service/campus-ministry>.

### Campus Security and Public Safety

Campus safety is managed by the Director of Campus Security and Public Safety, and staffed through patrol officers contracted through Securitas. Safety patrol is provided 24/7 on weekdays and from 3

p.m.–7 a.m. on weekends during the academic year. During the summer, patrols are scheduled from 3 p.m.–7 a.m. each day. Daily Incident Logs are filed with the Director of Campus Security and Public Safety, Director of Residential Life and Housing, and the Dean of Students to review for incidents involving safety or conduct issues. Carroll College also utilizes the services of the Helena Police Department, Lewis & Clark Sheriff's Office, Helena Fire Department, and St. Peter's Emergency Ambulance Services. For more information visit us at <https://www.carroll.edu/student-life/campus-safety>

### Dean of Students

The Dean of Students reports to the Vice President for Student Engagement and represents the departments of Student Life and the Saints Success Center in the college's strategic planning, budgeting, and development of services for students. These services include enhancement of out-of-classroom experiences and the opportunity for high impact experiences. The position works closely with the college president, the senior administration of the college, and the student president of the Associated Students of Carroll College (ASCC) to support the needs of students. In matters of student conduct, the Dean of Students serves as the final authority in adjudicating student conduct cases and handling all appeals based on the criteria established in the Carroll Code of Student Conduct. The Dean of Students also serves as one of the college's Title IX Coordinators.

Student Life departments at Carroll support and challenge students to experience intentional student learning outside of the classroom that inspires the development of leadership and service to others. The departments in Student Life include Campus Recreation, Residential Life and Housing, Student Activities, and the Wellness Center/ Health and Counseling.

The Saints Success Center is committed to serving all students and providing them with a wide range of academic support services so students can achieve their full academic potential. Many academic services are located in 1st East Borromeo Hall in the Saints Success Center which includes the offices of Academic Support and Retention, Accessibility Services, Career Services, Global Learning, Special Populations Advising and the Testing Center.

### [Saints Success Center](#)

### [Student Life Departments](#)

### Enrollment Services

The Enrollment Department, encompassing the Office of Admission and the Financial Aid Office, will authentically and faithfully represent Carroll's Catholic, diocesan, and liberal arts identity. Informed by our Mission, Enrollment welcomes and supports all prospective students who are seeking academic excellence grounded in faith and reason. Enrollment Services guides prospective students and their families through the enrollment process by offering clear guidance, access to financial resources, and a personal connection that reflects Carroll's commitment to the dual goals of vocation and

enlightenment. The primary purpose of the Department is to optimize the enrollment of first-year, transfer, post-baccalaureate, re-admit, Accelerated Nursing, and Master of Social Work students.

The Office of Admission is responsible for all aspects of recruiting students who will benefit from Carroll College's integrative and value-centered education. This includes prospect research, inquiry generation, hosting our own Slate application, ingesting applications from the CommonApp, communicating with prospective students, traveling to high schools and college fairs, conducting admission programs, providing campus tours, coordinating with coaches for athletic recruits, and collaborate with all other Carroll departments to provide a positive experience for students as they progress through the admission stages and enroll at Carroll.

The Financial Aid Office is responsible for packaging financial aid for incoming and current students, providing financial literacy and loan counseling services, administering federal financial aid and adhering to all applicable federal laws and regulations, coordinating with coaches to award athletic scholarships, and collaborating with the Office of Institutional Advancement regarding donor-funded scholarships.

For more information please visit us at <https://www.carroll.edu/admission-aid>.

### Marketing

The Marketing Department shares the story of our Catholic liberal arts community in authentic and engaging ways. Through creative campaigns, digital strategy, and compelling content, we help attract and retain students while connecting people to our mission of faith, learning, and service. Using channels like social media, print, and web, we help build meaningful relationships with students, alumni, and donors—showcasing the impact of a values-based education.

### Student Engagement Partners Dining Services/Sodexo

The Carroll College Dining Services is a contracted service through Sodexo responsible for providing campus dining, food retail, concessions and catering services for the college. To ensure the health and well-being of our students and the development of a thriving educational community, all students who live in campus housing must be on a meal plan. During the academic year, the St. Thomas Aquinas Commons (STAC) offers continuous service from early mornings until late evenings. Operating hours, menus, and more can be found at <https://carroll.sodexomyway.com>. Students with special needs or diet considerations should contact the General Manager of Sodexo for accommodation. For retail options, Sodexo manages the Holy Grounds coffee shop and bakery, our on-campus convenience store [C-store], concessions in Nelson Stadium and the PE Center, along with other retail locations. Catering services are offered to college community members as well as to Helena community members hosting an event on campus.

# Carroll Code of Student Conduct

## Preamble

The Student Code of Conduct outlines the written expectations for student behaviors and student conduct procedures for students enrolled at Carroll College in Helena, Montana. Specifically, the Student Code of Conduct provides definitions, authority, jurisdiction, guidelines for interaction with law enforcement, expectations for student conduct, student conduct procedures, sanctions, instruction for appeals, and interpretation and revision of the code.

The Student Code of Conduct has been established to reflect the mission, vision, and values of Carroll College as a Catholic, diocesan, residential, liberal arts college. This document reflects a respect for the sacredness of the individual person. The Student Code of Conduct further seeks to develop parameters for student conduct within the contexts of living in a community and learning in and out of the classroom. The Student Code of Conduct promotes responsible and healthy decisions by students that support the development of the individual and their responsibility to the community.

Students at Carroll College are responsible for reading and complying with the Student Code of Conduct. Failure to comply with the Student Code of Conduct may result in sanctions up to and including separation of the student from the college.

## Article I: Definitions

For purposes of the Student Code of Conduct, the following definitions apply:

- "Appellate Administrator" means any person or persons authorized by the Office of the Dean of Students to consider an appeal from a determination made by the Student Conduct Administrator regarding violations of the Student Code of Conduct.
- "Assault" is purposefully, knowingly, or negligently causing bodily injury to another, making physical contact of an insulting or provoking nature, or causing reasonable apprehension of bodily injury to another, which prevents the person from conducting his/her customary and usual affairs, puts the person in fear of his/her physical safety, or causes the person to suffer actual physical injury.
- "Campus" includes all land, building, facilities, and property in the possession, owned, used, or controlled by the College.
- "Cheating" means the act of using or attempting to use, in examinations or other academic work, material, information, computer programs, artificial intelligence, or study aids that are not permitted or approved by the instructor. Cheating includes, but is not limited to: using books, notes, calculators, or copying from or conversing with others during an examination (unless use of such external aids is expressly permitted by the instructor); having someone else do research or utilizing unsanctioned artificial intelligence programs to write papers, create computer programs, or take examinations in place of the student currently enrolled in the class; doing research, writing papers, creating computer programs, passing examination answers to, or taking examinations for someone else; submitting large portions of the same work as part of the academic work for more than one course (unless such submission is requested by the student and permitted by the instructor); or the acquisition without permission of tests or other academic material belonging to a member of the Carroll College community.
- "College" means Carroll College located in Helena, Montana.
- "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
- "Complainant" means any person who submits a charge alleging that a student violated the Student Code of Conduct. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under the Student Code of Conduct as are provided to the Complainant, even if another member of the College community submitted the charge itself.
- "Day" indicates a business day; any day except any Saturday, any Sunday, or any day which is a legal or campus holiday or any day in which campus offices are closed.
- "Faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
- "Harassment" means verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which includes some or all of the following:
  - a. Is threatening or carries with it the intention to do bodily harm; or
  - b. Disrupts or undermines a person's exercise of their responsibilities as a student, faculty or staff member, including unreasonably interfering with a person's educational or work performance.
  - c. Recurring and objectively offensive to a reasonable person.
- "Harassment based upon discrimination" as defined in Carroll College [\*\*Title IX Policy and Procedures and Nondiscrimination Policy and Procedures\*\*](#) is also proscribed conduct, but that type of harassment is adjudicated under those policies and procedures.
- "May" is used in the permissive sense.



- "Member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined for students by the College Registrar and for employees by the Director of Human Resources.
- "Organization" means any number of persons who, as a group, have complied with the formal requirements for College recognition as a student organization or who are acting as an organization affiliated with Carroll College
- "Plagiarism" is the act of appropriating or sharing written, computer programmed, artistic, or musical compositions or portions thereof created by someone else without proper reference; or taking the ideas, language, or symbols of another and representing it as the product of one's own mind. In all academic areas it is imperative that work be original or that explicit acknowledgment be given for the use of another person's ideas or language.
- "Preponderance of Evidence" means that a violation has been established by evidence that is more likely than not to be true. For a College Agent to make a decision based upon the "Preponderance of Evidence Standard," the agent will be fifty one percent (51%) sure that a violation has occurred by the parties under investigation. This standard differs from the federal judiciary standard of "Beyond Reasonable Doubt," and the Student Conduct Administrator's decisions are not subject to "Beyond Reasonable Doubt".
- "Reasonable Expression of Opinion" refers to the right of the individuals within the college community to express their beliefs, ideas, or viewpoints in a manner that is respectful, non-disruptive, and consistent with the principles of free speech and academic freedom. It involves the open exchange of ideas, fostering a diverse and inclusive learning environment where different perspectives can be shared and debated constructively. Carroll College maintains the right to designate certain areas or forums for public speech and expression.
- "Responding Student" means any student accused of violating the Student Code of Conduct. A student group or organization sanctioned or recognized by the College may also be a respondent under the Student Code of Conduct.
- "Shall" is used in the imperative sense.
- "Student" means individuals from the time of application for admission through the awarding of a degree. For additional information, review Article III: Jurisdiction.
- "Student Conduct Administrator" means any person or persons, authorized by the Office of the Dean of Students, to determine whether a student has violated the Student Code of Conduct. If evidence of a violation is found, the Student Conduct Administrator will determine appropriate sanctions.

## Article II: Student Code Authority

1. The Dean of Students is the person designated by the College President to be responsible for the administration of the Student Code of Conduct.
2. The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with the provisions of the Student Code of Conduct.
3. The Dean of Students shall appoint Student Conduct Administrators and Appellate Administrators and determine which Student Conduct Administrator and Appellate Administrator is authorized to hear or decide each matter.
4. Decisions made by the Student Conduct Administrator or designee are final and binding, pending the outcome of the appeal process.

## Article III: Jurisdiction

The Student Code of Conduct applies to conduct that occurs on College premises and at College sponsored activities, and to off-campus conduct that adversely affects the College community or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, inclusive of: times before classes begin or after classes end, during the academic year, and during periods between terms of enrollment (e.g., winter break). Students are also responsible for conduct discovered after a degree is awarded, and Student Code of Conduct shall apply to a student's conduct even if the student withdraws or graduates from school while a disciplinary matter is pending. The Dean of Students or designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, at their sole discretion.

## Article IV: Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that violates both criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Dean of Students.
2. As a general rule, the college seeks to resolve disciplinary matters in as timely a manner as possible. The more serious the alleged violation, the more pressing the need for appropriate action by the College. The College may agree to delay its procedures for a limited period of time if law enforcement

officials concretely demonstrate to the College the need to do so for reasons including, but not limited to, potential disruption of an ongoing police investigation or judiciary process.

3. Determinations made or sanctions imposed under the Student Code of Conduct are not subject to change because criminal charges arising out of the same facts are dismissed, reduced, or resolved in favor of or against the criminal law defendant.
4. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters are typically handled within the College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, provided that the conditions do not conflict with campus rules or sanctions.
5. Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
6. Any member of the College community may also file a request with a court for a restraining order or order of protection against the responding student.

## Article V: Expectations for Student Conduct

Students are expected to engage in responsible social conduct that reflects positively upon the College and model's good citizenship in any community.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VI(B):

1. Acts of dishonesty, including but not limited to:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member, or office; or furnishing false information to a member of law enforcement.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
2. Bystanding, which includes complicity with, or failure of, any student, recognized student organization, or student group to appropriately address a known or obvious violation of the Student Code of Conduct, or of state or federal law, that poses a risk to the health and safety of any person.
3. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public service functions on or off campus; or of authorized non-College activities when the disruption or obstruction occurs on College premises.
4. Verbal abuse, threats, intimidation, harassment, coercion, or other conduct which threatens or endangers the physical or emotional health or safety of any person.
5. Physical assault, which includes, but is not limited to, physical contact that causes a person physical injury, physical interference, or any other embodied action that otherwise puts the person in fear for his/her physical safety.
6. Violation of the Carroll College Nondiscrimination Policy and the [Title IX Policy](#).
7. Violation of the Carroll College [Social Media Policy](#).
8. Attempted or actual theft of or damage to property of the College, property of a member of the College community, or other personal or public property, whether on or off campus.
9. Vandalism, defined as the intentional or reckless damage to property, destruction, or defacement of college premises, property, and signs. This includes but is not limited to graffiti, carving or scratching into surfaces, breaking or damaging college facilities, tampering with equipment, removal of posted college signs and material, or any other actions that compromise the integrity of college property and operations.
10. 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. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
11. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
12. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry into or use of College premises.
13. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
14. Violation of any federal, state, or local law.
15. 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, sale, or misuse of prescription drugs. For more information, see Carroll's [Alcohol and Drug Policy](#).
16. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Carroll College, except as expressly permitted by law or College policy. Alcoholic

beverages may not, in any circumstances, be used by, possessed by or distributed to any person under 21 years of age. See Alcohol and Drug Policy.

17. Smoking or tobacco use on campus in violation of the College Tobacco Free Campus Policy.
18. Unauthorized use, possession, or storage of any guns, weapons or facsimiles of weapons, explosives, or dangerous chemicals or other violation of the **Weapon, Gun Policy and Procedures**.
19. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area.
20. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
21. Disruptive Conduct, including, but not limited to, acting to impair, interfere with, or obstruct the orderly processes and functions of the College, including conduct that is disorderly, lewd, or indecent; or aiding, abetting, or procuring another person to engage in disruptive conduct on College premises or at functions sponsored by, or participated in by, the College or members of the College community.
22. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her consent when such a recording is likely to cause injury or distress.
23. Violation of the Carroll College Title IX Policy or otherwise engaging in conduct prohibited by the Title IX policy. Conduct prohibited includes:
  - a. Quid Pro Quo Harassment: A Carroll College employee conditioning an educational benefit or service of Carroll College upon a person's participation in unwelcome sexual conduct.
  - b. Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to Carroll College's education program or activity.
  - c. Sexual assault: Sexual acts, including sexual intercourse, directed against another person (Complainant) without the consent of that person, including instances in which the Complainant is incapable of giving consent, incest, and/or sexual intercourse with a person who is under the statutory age of consent of 16 years old.
  - d. Dating Violence: Violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  - e. Domestic Violence: Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, or by a person with whom the Complainant shares a child in common

- f. Stalking: Engaging in a course of conduct, on the basis of sex, directed at a specific person, that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Investigation and adjudication of complaints subject to the Carroll College **Title IX Policy and Procedures** or the **Equal Opportunity and Nondiscrimination Policy** will be referred to the Title IX Coordinators. Note: this person will follow the procedures for reports and complaints as outlined in the Title IX Policy and Procedures and the Equal Opportunity and Nondiscrimination Policy rather than the Student Code of Conduct.

24. Theft or abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file to use, read, modify, or employ for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the college's **Acceptable Use Policy**.
25. Abuse of the Student Conduct system, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Administrator or College official to appear for a meeting or hearing as part of the Student Conduct process.
  - b. Falsification, distortion, or misrepresentation of information during the Student Conduct process.
  - c. Disruption or interference with the orderly conduct of a Student Conduct proceeding.
  - d. Proceeding or acting in bad faith while engaging in Student Conduct proceedings.
  - e. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct process.
  - f. Harassment (verbal or physical) or intimidation of a Student Conduct Administrator or a participant in a Student Conduct proceeding.
  - g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct process.
26. 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 building during a fire alarm; or
  - c. Tampering with or improperly engaging a fire alarm or fire detection/control equipment on College property. Such action may result in a local fine in addition to University sanctions.
27. Failure to accurately report a conviction for a felony crime or an arrest for crimes related to distribution of drugs, injury to others, or sexual violations as defined in Section 23. c-f. Students must report to the Dean of Students within three calendar days of their arrest, ongoing trial, or conviction.
28. General behavior unbecoming of a Saint, on or off campus.

## Article VI: Conduct Code Procedures

**Student conduct cases involving allegations of violations of the Student Code of Conduct will be resolved according to these procedures.**

- Complaints and Processing
- Preliminary Investigation
- Notification of alleged violations
- Preparation for Pre-Conduct Administrative Hearing
- Pre-Conduct Administrative Meeting
- Resolution/Hearings
- Assignment of Responsibility, Sanctions, and Appeals
- Records Management
- Information for Complainants about Disciplinary Proceedings

Please note: Supportive measures, informal resolution and/or interim actions may occur at any time during the conduct process, and are managed by the Office of the Dean of Students.

### Complaints and Processing

- a. Any member of the College community may file a report with the Dean of Students Office when it is believed that a student may have violated the Student Code of Conduct. A report detailing the allegations shall be prepared in writing and directed to the Dean of Students (or designee). Any report should be submitted as soon as possible after the event takes place.
- b. Non-Carroll entities (ie; Helena Community members, law enforcement officials, arrest records, etc.) may also file reports with the Dean of Students Office concerning alleged violations of the Code of Conduct as the Student Code of Conduct applies to students on and off College premises.
- c. Carroll College or the Dean of Students may act as a Complainant and/or Co-Complainant against a student(s) when there is no other Complainant able to participate and/or willing to participate but the infraction is sufficient for further disciplinary review.

- d. A complaint alleging a violation of the Student Code of Conduct should be filed as soon as possible after the event takes place. The longer someone waits to report an alleged Code of Conduct violation, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.
- e. Individuals may file a complaint in writing or verbally by meeting with a Student Conduct Administrator, or designee. Complaints are considered the main basis of a Student Conduct case and should therefore be made as clearly and carefully as possible.
- f. The Office of the Dean of Students may arrange for support or assistance to the participants in the College disciplinary process (including Complainants, Respondents, and other members of the College community) at any time in the process. This may include referrals to counseling, pastoral support, academic advising or health services, schedule changes, housing changes, etc.
- g. In certain circumstances, the Dean of Students, or a designee, may impose an Interim Action, including but not limited to, College Suspension or Residence Hall Suspension, and/or no contact/no communication orders at any time.
  - a. Interim Suspension may be imposed only: 1) to ensure the safety and well-being of members of the College community; 2) to ensure preservation of College property; 3) to ensure the student's own physical or emotional safety and well-being; or 4) if the student poses an ongoing threat or disruption of, or interference with, the normal operations of the College.
  - b. During the Interim Suspension, a student shall be denied access to the residence halls and to the campus (including classes) and all other College activities or privileges for which the student might otherwise be eligible, or as the Dean of Students or a designee may determine to be appropriate.
  - c. The Interim Suspension does not replace the disciplinary process, which shall proceed according to the procedures outlined above. The student will be notified in writing of an interim suspension and the reasons for it. The notice will include the time, date, and place of a subsequent meeting with the Dean of Students or designee at which the student may show cause why the Interim Suspension should be discontinued or modified.
  - d. No contact/ No communication orders may be put in place as an interim action either by request of the Complainant, Respondent, or as deemed appropriate by the Dean of Students.

### Preliminary Investigation

- I. Upon receiving a complaint, a Student Conduct Administrator or designee will review the complaint and conduct a preliminary investigation to determine whether it appears to meet the criteria for a possible violation of the Student Code of Conduct.



2. The investigation may or may not include meeting with the Complainant and/or the Respondent.
3. A Student Conduct Administrator or designee may find that the complaint does not have merit. Such a finding will be final and the Student Conduct Process ends at this point.

## Notification of Alleged Violation

- a. If the Student Conduct Administrator determines the complaint appears to meet the criteria for a possible violation of the Student Code of Conduct, the Respondent(s) will be notified in writing.
- b. The Carroll College email system will be the primary means of communication during the process. Students are responsible for all communications delivered to their designated Carroll College email address. Notice of the hearing is accomplished when notice is emailed to the student's Carroll College email address at least two (2) College business days in advance of the hearing date.
- c. The notification will include information as to alleged violations of student behavior expectations (Article V) and appropriate deadlines.

## Preparation for Pre-Conduct Administrative Hearing

1. The Respondent has the option to submit written statements and other evidence as well as provide written and signed witness statements in response to the Notification of Alleged Violations.
2. It is up to the discretion of the Student Conduct Administrator to determine if the evidence, written witness statements and requests from the Respondent have merit or relevancy to the conduct process.
3. The Respondent may bring an advisor of their choice to the Pre-Conduct Administrative Meeting, but the advisor may not speak on behalf of the Respondent.
4. The Student Conduct Administrator continues to gather more information, evidence, statements, etc.
5. The Student Conduct Administrator may determine that it is possible to resolve the complaint by mutual consent of the parties involved and the Office of the Dean of Students. Agreement of information resolution at this point by mutual consent of the parties and the Office of the Dean of Students is final and there will be no subsequent Code of Conduct proceedings.

## Pre-Conduct Administrative Meeting

- a. During the Pre-Conduct Administrative Meeting the Student Conduct Administrator will:
  - a. Review the Respondent's rights
  - b. Review current evidence. Evidence remains under the control of the Student Conduct Administrator, and will not be distributed to participants.
  - c. Provide resolution/hearing options

- a. Informal Resolution
- b. Formal Hearings
  - a. Conduct Administrative Hearings
  - b. Conduct Board Hearings (major violations only)
- d. Answer questions about the alleged violations and the hearing process
- b. The Respondent has the right to request that the Pre-Conduct Administrative Meeting transition immediately to a Conduct Administrative Hearing (see VI.6.b below)

## Resolution/Hearings

Reports that the Office of the Dean of Students deems to have merit will be forwarded to a Student Conduct Administrator or Conduct Board for a hearing that will adhere to the following guidelines. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil courts, are not used in Student Conduct proceedings.

The Office of the Dean of Students may accommodate concerns for the personal safety, well-being, or fears of confrontation of the Complainant, Respondent, or other witnesses during the hearing and arrange for alternative methods for presenting evidence in his or her discretion.

There are three (3) ways by which an alleged Student Code of Conduct violation can be resolved:

a) Informal Resolution; b) Conduct Administrative Hearing, or c) Conduct Board Hearing.

### a. Informal Resolution

- a. The Student Conduct Administrator finds that, after additional investigation, that the Respondent is not responsible for the alleged conduct violations and the process ends; or
- b. The Respondent accepts responsibility and the process moves to assigning sanctions.

### b. Conduct Administrative Hearings

- a. Conduct Administrative Hearings adjudicate alleged violations for which suspension or expulsion are not potential sanctions.
- b. A time shall be set for a Conduct Administrative Hearing before one to two Student Conduct Administrators or designee(s). Notice of the hearing is accomplished when notice is emailed to the student's Carroll College email address at least two (2) College business days in advance of the hearing date. The hearing will not be more than ten (10) business days after the Respondent has been notified. Maximum time limits for scheduling the hearing may be extended at the discretion of the Student Conduct Administrator.



- c. The Carroll College email system will be the primary means of communication during the process. Students are responsible for all communications delivered to their designated Carroll College email address.
- d. The Conduct Administrative Hearing shall be conducted according to the following guidelines:
  - a. The Student Conduct Administrator may consider written and verbal statements by any involved party or witness, photographs, investigative summaries/reports/documents /recordings, and testimony. Submission of available, relevant information to the Student Conduct Administrator (such as witness statements, documents, photographs, recordings, and Respondent's response to the charges) by the Complainant and the Respondent must occur no later than the time of the conduct administrative hearing. At the discretion of the Student Conduct Administrator, additional documentation may be submitted no later than five (5) business days after the initial conduct administrative hearing.
  - b. It is not the responsibility of the Student Conduct Administrator to pursue witness statements from a witness list, to provide opportunity for cross-examination of Complainant or Respondent witnesses, or to extend timelines to allow for witness statements. It is the responsibility of the Complainant and Respondent to provide written and signed witness statements within the listed timelines.
  - c. Available information at the time of the conduct administrative hearing (witness statements, the complaint, the response, and any other information submitted to the Student Conduct Administrator related to the charges) will be made available to the respondent during the hearing. This documentation can only be reviewed in the presence of a student conduct administrator, or member of the Office of the Dean of Students. After viewing and hearing the gathered information, the Respondent and/or the Complainant have the option to provide their perspective and additional context.
  - d. Every reasonable effort will be made to elicit and consider the most reliable evidence. The statutory Rules of Evidence, rules of discovery and rules of procedure that govern state and federal court proceedings do not apply during Student Conduct proceedings, as student Conduct proceedings serve to protect the educational environment of the institution, and does not serve as a process for legal resolution.
  - e. The hearing will be conducted in private. Admission of any person to the hearing will be at the discretion of the Conduct Hearing Administrator. Witnesses may not be present in the hearing, as testimony must be submitted as a written statement.
  - f. If the charges involve more than one Respondent, a Student Conduct Administrator may permit the hearings for each Respondent to be conducted separately or at the same time. A Respondent may express preference concerning separate or joint hearings to the Student Conduct Administrator at the Pre-Hearing Conference.
  - g. The Complainant and the Respondent have the right to be supported by any advisor of their choosing. However, the Respondent is responsible for presenting their own information. Advisors are not permitted to participate directly in a Conduct Administrative Hearing. It is the responsibility of the Respondent to make arrangements for their advisor to be at the Conduct Administrative Hearing.
  - h. If the Respondent, after receiving notice of charges and hearing, does not appear at the Conduct Administrative Hearing, the Conduct Hearing Administrator may review any available information and conclude the case without the Respondent being present.
  - i. The Conduct Hearing Administrator has the discretion to exclude or deny certain witnesses statements by stating reasonable grounds.
  - j. All procedural questions during the hearing are subject to the final decision of the Student Conduct Administrator at the time of the hearing.
  - k. At the end of the hearing, all materials disseminated to the parties during the hearing must be returned to a Student Conduct Administrator.
  - l. The Conduct Administrative Hearing will conclude with the Respondent making a final verbal and/or written assertion regarding whether the Respondent believes they are responsible/not responsible for each violation.
  - m. The Student Conduct Administrator will determine an assignment of responsible or not responsible (see VI.7.a below). The Student Conduct Administrator's determination shall be made on the basis of preponderance of evidence.
- c. **Conduct Board Hearings**
  - a. A conduct board will only be utilized for cases of the most serious nature, when potential outcomes could involve academic suspension of greater than ten (10) business days, expulsion or revocation of a degree, a student organization facing loss of recognition, allegations of sexual misconduct that do not meet the standard of a Title IX investigation or sanction, or by choice of the Student Conduct Administrator.

- b. A conduct board shall consist of at least one Professional Staff Member, one Faculty Member, and one Carroll College student. Complainants and Respondents will be notified of the members of the Conduct Board a minimum of 5 business days in advance of the Conduct Board Hearing.
- c. A time shall be set for a hearing before the Conduct Board, which will be not less than five (5) nor more than ten (10) business days after the Respondent has been notified of the hearing. Maximum time limits for scheduling the hearing may be extended at the discretion of the Student Conduct Administrator.
- d. The hearing shall be conducted by the Conduct Board according to the following guidelines:
  - a. The Complainant, Respondent, and their advisors, if any, shall be allowed to attend the hearing. Admission of any other person to the hearing is at the discretion of the Conduct Board.
  - b. In hearings involving more than one Respondent, the Conduct Board may conduct the hearing either separately or jointly.
  - c. The Complainant and the Respondent may be assisted by an advisor they choose, at their own expense. The Complainant and the Respondent are responsible for presenting his or her own information, and therefore, advisors are not permitted to participate directly in the hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing. Delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - d. Pertinent witnesses, records, exhibits, and written statements may be accepted for consideration by a Conduct Board. Questions of whether potential information is relevant and will be considered in the hearing will be subject to the final decision of the Conduct Board.
  - e. The Complainant and the Respondent may arrange for witnesses to present pertinent information to the Conduct Board at the hearing. Witnesses will provide any relevant information to the Conduct Board in a signed and written statement at least 3 business days prior to the scheduled Conduct Board Hearing Date.
  - f. The Respondent and Complainant may schedule a time one business day in advance of the hearing to review written statements and documentation as related to the case. Witness statements will also be provided to the Respondent and Complainant at the time of the hearing.
  - g. The Respondent and Complainant may suggest questions for each other, witness statements, or

witnesses invited to attend the Conduct Board Hearing. They may not provide questions directly to the witnesses.

- h. At the discretion of the Conduct Board, questioning may be restricted to written questions if the Conduct Board believes it necessary to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.
- i. All procedural questions are subject to the final decision of the Dean of Students or designee.
- j. Every reasonable effort will be made to elicit and consider the most reliable evidence. The statutory Rules of Evidence, rules of discovery and rules of procedure that govern state and federal court proceedings do not apply during Student Conduct proceedings.
- k. There shall be a single verbatim record, such as a recording, of all hearings. The record shall be the property of the College and maintained on file for a period of seven (7) years per the College's Records Retention Policy.
- l. If either the Complainant or Respondent does not appear at the hearing, the information concerning the charges shall be presented and considered even if either party is not present.
- m. The Conduct Board will consider the testimony of the Complainant, Respondent, witnesses, written reports and evidence submitted, and will provide a recommendation to the Dean of Students (or designee) for an assignment of responsible or not responsible (see VI.7.a below) for violation of policies. The Conduct Board's recommendation shall be made on the basis of preponderance of evidence.
- n. A final decision based on preponderance of evidence, will be determined by the Dean of Students (or designee), and the outcome will be communicated in writing to the complainant and respondent.
- d. **Assignment of Responsibility, Sanctions, and Appeals**
  - a. Assignment of Responsibility
    - a. Student Conduct Administrator, or the Dean of Students (or designee) in cases processed by a Board Hearing, determines responsibility or non-responsibility for violating the Student Code of Conduct.
      - a. If the Respondent is found not responsible:
        - a. The Student Conduct Process is ended, and there will be no subsequent Code of Conduct proceedings.
        - b. The Respondent will receive a letter of responsibility by email within ten (10) business days after the final hearing.
      - b. If the Respondent is found responsible:

- a. The Respondent(s) will receive a letter of responsibility by email within ten (10) business days after the final hearing.
  - b. One (1) or more sanction(s) may be imposed for any single violation, which will be included in the letter of responsibility.
- b. College personnel with a need to know, as determined by the Office of the Dean of Students, may be notified of the outcome of the hearing.
- b. Sanctions:
  - a. When a violation of college policy has been verified through the conduct process, a Student Conduct Administrator or Conduct Board will impose sanctions. Supportive of the mission of the college these sanctions are educationally based, the design being to enhance the holistic development of our students.
  - b. A sanction may be single or multi-faceted and cover a wide-range of educational opportunities tailored to the individual and the nature of the conduct violation involved.
  - c. Students may expect to receive sanctions such as, but not limited to, those listed below.
    - a. Warning—A notice in writing to the student that the student is violating or has violated the Student Code of Conduct and that failure to discontinue the conduct will result in further proceedings and sanctions.
    - b. Probation—A written reprimand for violation of specified regulations and imposition of probation status for the student. Probation is imposed for a designated period of time and may result in more severe disciplinary sanctions, including suspension or expulsion if the student is found to have violated the Student Code of Conduct during the probationary period.
    - c. Loss of Privileges—Denial of specified privileges for a designated period of time.
    - d. Fines—Financial penalties imposed to address the cost of labor, materials, and damages.
    - e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and monetary or material replacement.
    - f. Educational Sanctions—Work assignments, essays, service to the College, or other educational or experiential assignments as deemed appropriate by the Dean of Students.
    - g. Residence Hall Sanctions—Including but not limited to Restriction of Residence Hall privileges, Residence Hall Suspension, and Residence Hall Expulsion.
    - h. Deactivation—Loss of all privileges, including College recognition, for a specified period of time and subject to conditions for reinstatement of the College.
    - i. College Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are not eligible for refunds of tuition, fees, or room charges.
    - j. College Expulsion—Permanent separation of the student from the College. Expelled students are not eligible for refunds of tuition, fees, or room charges.
    - k. Revocation of Admission or Degree—Admission to the College or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree, or for other serious violations committed by a student prior to graduation.
    - l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.
    - m. Other—The College may utilize other educational sanctions or restriction of privileges, as appropriate, to address any violation.
  - d. Failure to complete a sanction by the specified date may result in a hold applied to the students account, restricting their ability to change courses, select courses, and request transcripts. The Office of the Dean of Student (or designee) may return the student to the Student Code of Conduct process for a new hearing for failure to comply with sanctions.
- c. Appeals
 

A student who is found to have violated the Student Code of Conduct may appeal the decision or a sanction imposed by either the Conduct Administrative Hearing or Conduct Board submitting a written appeal to the Office of the Dean of Students at deanofstudents@carroll.edu within ten (10) business days of the date on which the decision was sent.

  - a. A student may appeal only if:
    - a. A procedural error substantially affected the student's right to receive a fair hearing. A

- minor deviation from a procedure in the Student Code of Conduct or other established College procedure will not be the basis for a decision or sanction to be overturned.
- b. New evidence, unavailable at the time evidence was being collected and presented to the Student Conduct Administrator, has been discovered that could substantially impact the decision. New evidence will be clearly detailed in the written appeal for review.
  - c. The severity of the sanction imposed does not reasonably match the severity of the offense.
- b. The appeal shall be conducted according to the following guidelines:
- a. The letter of appeal must specifically allege and factually support the grounds for appeal as set forth above.
  - b. The Office of the Dean of Students (or designee) will determine if sufficient claim is presented under one or more of the specified grounds.
  - c. A Conduct Board Hearing decision may be appealed, but another hearing will not be conducted. The appeal will be reviewed by the Vice President of Student Engagement (or designee).
  - d. The Office of the Dean of Students will assign the appeal review within ten (10) business days from the receipt of the letter of appeal.
  - e. The appeal review is conducted in a closed session, with no parties, witnesses, or members of the original hearing allowed to be present. With the exception of appeal alleging new information, the review is limited to considering the written appeal statement, the non-appealing party's statement in response to the appeal, and the hearing record (including written statements, hearing notes, original records, and exhibits).
- c. The Office of the Dean of Students (or designee) communicates one of the following decisions within fifteen (15) business days of the appeal review:
- a. Uphold the original decision and sanctions which ends the process. This decision is considered final and binding; or
  - b. Uphold the original decision, but recommend a review of the sanctions; or
  - c. Overturn the original decision.
- d. Changes to the original decision
- a. If the original decision is overturned or if review of the sanctions is recommended, the matter shall be assigned to a new Student Conduct Administrator or panel of Student Conduct Administrators. The designation will be an individual(s) who did not participate in the original hearing, as determined by the Office of the Dean of Students.
- b. This does not initiate a new hearing process, but instead is a review of the documentation available at the time of the original hearing or new evidence presented in the appeal.
  - c. This review process will follow the guidelines set forth in Article VI, 7, c, ii, 5.
  - d. Decisions from this body may include:
    - a. Uphold the original decision and sanctions; or
    - b. Uphold the decision and amend sanctions; or
    - c. Reverse the decision and identify that no violations occurred.
  - e. Once a decision is rendered, the appeal process is concluded and the decision is final and binding for all involved.
  - f. The Respondent will receive an appeal decision letter by email within ten (10) business days after the final determination.
- e. College personnel with a need to know, as determined by the Office of the Dean of Students, may be notified of the outcome of the hearing.
- e. Records Management**
- a. Student Code of Conduct records are kept in the Office of the Dean of Students according to the College's Records Retention Policy.
  - b. All Student Code of Conduct records shall be maintained and disclosed only as allowed by applicable law.
  - c. College Expulsion or Revocation of or Withholding a Degree shall be included on the student's transcript. All other Student Code of Conduct records shall not be made part of the student's permanent academic record, but they shall become part of the student's conduct record.
  - d. Students withdrawing before the conclusion of a conduct case may have a transcript notation stating, "Withdrew pending completion of student conduct process."

## Information for Complainants about Disciplinary Proceedings

Please refer to the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), [Disclosure of Educational Records](#) section.

## Article VII: Interpretation and Review

- a. Any question of interpretation of the Carroll Code shall be referred to the Dean of Students or his or her designee for final determination.
- b. The Carroll Code shall be reviewed annual

## Modification

Carroll College reserves the right to modify the procedures and the substantive provisions of the Carroll Code of Student Conduct at any time.



# College Policies

## Academic Policies

Carroll takes pride in the close cooperation that exists between students and faculty. However, the final responsibility for becoming familiar with and abiding by the College's academic policies rests with the student. A complete description of Carroll's academic policies can be found in the college catalog.

## Campus Housing

Carroll College is committed to being a uniquely engaged residential learning community. Living in community is an important and vital aspect to education at Carroll College, and as a result of this philosophy Carroll students are expected to live on campus. It is part of the "Carroll Experience" that is unique. By living together with other students, each student has an opportunity to become more engaged with college life, an aspect that can increase success and satisfaction with your education. National studies support on-campus living contributing to greater overall satisfaction with education, better access to college resources, improved academic performance, and more participation in campus activities. The education of students is significantly enhanced by the connection of learning in and out of the classroom.

Residential Life & Housing is committed to:

- Creating a safe and healthy living and learning environment.
- Creating and sustaining an atmosphere of experiential learning that challenges and supports the development of intellectual, interpersonal, physical, psychological, and faith formation of students.
- Creating residence hall communities that reflect the values and mission of the college.

Residents should be able to expect the following in campus housing:

1. Respect for privacy, quiet, and sleep needs;
2. Respect for personal property and possessions;
3. A positive atmosphere that discourages destructive criticism of persons, gossip, and harassment;
4. An acceptance of the differences that make each person a unique individual;
5. Honesty from others;
6. Courtesy from others; and
7. The right to expect a safe, clean and orderly room or living area.
8. Reside in their assigned room.

By signing a housing contract with Carroll College, a student indicates a desire to live in community as part of their educational experience. Despite the fact that the student retains personal control over his/her room, it is understood that this is a privilege granted by the college, and that with it go certain responsibilities to roommates, hall mates and others in campus housing. These responsibilities are an integral part of residence hall living and must be taken seriously. Keep in mind that living in community requires concern and respect for the rights and requests of others.

## Campus Housing Policies

The following policies are enacted to create a safe and healthy living and learning community at Carroll College. The policies are instituted, enforced, and adjudicated by the Department of Residential Life & Housing. Alleged violations of these regulations, or any policies identified in this Student Handbook, may be referred by the Department of Residential Life & Housing to the student conduct process outlined in the Carroll Code of Student Conduct.

### Activities

Although residence halls are recognized as good gathering spaces and invite social interaction, they are not a good space for athletics-related physical activities. Any sports-related activities (e.g., soccer, football, volleyball, tag, etc.) are prohibited in the residence halls due to the risk of property damage, personal safety, and noise.

### Animals

The only animals allowed in a resident's room are fish, to be kept in an aquarium of no larger than a ten-gallon capacity. Special accommodation can be made for students with disabilities and who rely on assistance animals as required by law, approved emotional support animals (ESAs), or students training a service dog through the College's Anthrozoology-sponsored Canine Companion program. Violators will be required to remove the animal, and they will be referred to the College's conduct process. In addition, the cost of professional cleaning will be applied to the student account of any student who is deemed to have housed an unsanctioned animal in their room. Failure to remove an animal will result in animal control being contacted.

### Animals on Campus

### Appliances

The following items are allowed in Residence Hall units: Irons, electric kettles, rice cookers, hot pots, popcorn poppers, small microwaves, small refrigerators of not more than 4.5 cubic ft., coffee pots, fans, and power strips with integrated surge protection.

Air fryers, toaster ovens, and InstaPot style devices may be stored in Residence Hall units, but must be used in Residence Hall kitchen spaces.

The following items are not allowed in Residence Hall units:

appliances with an open heating element such as hot plates, grills, electric woks, toaster ovens, ovens, or electric fry pans, pressure cookers (eg. Instapots), private washing machines, dryers, and extension cords. Window, portable, and standing air conditioning units and portable heaters are not allowed.

For additional information regarding items that are not listed above, please provide your request to [reslife@carroll.edu](mailto:reslife@carroll.edu). Final approval must be provided.

## Bathrooms/Showers, Use of

Bathrooms and showers on residential floors are gender-specified. Carroll students and their guests are not allowed to use opposite-gender bathrooms and showers. Gender inclusive restrooms can be found in the common areas of each residence hall.

## Bicycles

Bicycles may be stored in the resident's room, in bicycle racks, or specific storage areas designated by the College for bike storage. They may not be left in hallways, stairwells, balconies, or laundry rooms. Bicycles that are left in places not designated by the College for bike storage will be removed. If the bike is locked, the lock will be cut and the bike removed. The College assumes no responsibility for replacing a bike lock that is cut. After 30 days without being claimed, the bike will be considered abandoned and disposed of at the discretion of the college. All bikes are required to be registered with the College. (See [Bicycle Registration](#).)

## Check-in/Check-out of Residence Hall

Upon occupancy of the designated room, the resident must complete a review of their Room Condition Report through their eRezLife student portal within 5 business days of move-in. It is highly recommended that you complete a review of your room condition report BEFORE moving any personal items into the room. This condition report describes the condition of the room and is used to reflect any damages or charges to be assessed upon checkout. The resident is responsible for reviewing and comparing the condition of the room to the condition noted in the inventory. 5 days after check-in, if a Room Condition Report Form has not been submitted by the resident of the room, it will be assumed that the resident agrees with the condition of the room as described in the form.

Discrepancies must be brought to the attention of Residential Life staff through submission of the Room Condition Report review form on the eRezLife portal.

The resident vacating a residence hall room must arrange to be officially checked out of the space. An appointment must be made at least 24 hours in advance with the appropriate RA. Students must remove all personal belongings when checking out of the room, and the room must be returned to its original condition. The College will dispose of any unclaimed personal belongings after 90 days. Any charges incurred to remove, store, or dispose of a resident's property

will be assessed to the resident. Keys and security cards must be returned and the room condition report signed at the time of checkout. Students must officially check out within 24 hours of their last final exam or cancellation of the contract. Failure to follow the check-in/check-out policy will result in an improper checkout and a \$150 fine.

## Courtesy Hours

As Carroll College is first and foremost a place for learning and study, courtesy hours—i.e., the conscientious moderation of noise levels within residence halls—are always in effect. At no time does anyone have the right to make as much noise as he or she wants to make while on campus. An atmosphere conducive to study must be maintained. Respect for neighbors and others should be taken into account at all times. Students can be asked at any time to lower their noise level and/or discontinue the loud activity. Students who own amplifiers for musical instruments must ensure that those amplifiers are moderated during courtesy hours and are not to be used during quiet hours (for more information on Quiet Hours, see below).

## Custodial Services

Under the Department of Carroll College Facilities, custodial services are provided to the public areas of each residential community. This includes cleaning of common area social spaces, kitchen areas, and shared bathrooms and showers.

Residents are responsible for maintaining a reasonable level of cleanliness in each of these spaces. This includes cleaning up after kitchen use, removing personal items after use of common spaces, and carrying personal trash to designated dumpsters outside of the residence halls. Inappropriate use of facilities, including not maintaining an acceptable level of cleanliness, may result in disciplinary action and/or community-wide cleaning charges.

## Damages

Charges for damages or missing items from residence rooms will be made to the responsible resident's student account. Charges for community spaces and items (hallways, walls, lounge furniture, etc.) will be divided equally among members of the hall community if the individual responsible for the damages is not identified, the costs of repair or replacement, or a minimum charge of \$25 (whichever is more) will be placed on student accounts. The College Reserves the right to escalate fees for continuing damages or policy violations within an academic year.

A resident has 10 business days to appeal the charge of damages once notified of the charge (by electronic billing sent via the Area Coordinator of the student's hall). Charges will not be reversed after the 10-day deadline. Appeals of charges are made to the Director of Residential Life & Housing. Appeals must be made through the designated eRezLife Appeal Form.

## Decorations

The decoration policy for the residence hall aims to foster a welcoming and inclusive environment for all residents, promoting a sense of community and respect. Decorations in windows and on doors must reflect the spirit of the Carroll College Mission Statement and the Student Code of Conduct. This housing policy addresses decorations that could negatively impact personal and educational experiences and which are therefore prohibited by the College:

- Offensive decorations, defined as any materials, posters, images, or items that contain explicit content, discriminatory language, hate speech, or depictions that might marginalize, demean, or harm an individual or group.
- Political postings and advertisements that can be viewed from public spaces are prohibited.
- Public displays of signs, monuments to, or empty containers for alcohol, marijuana, and other drugs.
- Decorations that block or restrict exit or entrance to the room, or that completely restrict the view of the room from the doorway of the room.

All decorations must be in compliance with the fire code. Only artificial Christmas trees are allowed in residence hall rooms. Decorations may not be hung from sprinkler pipes, or within 18" of any sprinkler head.

No permanent devices may be used to hang items from the walls (eg. screws, nails, bolts, etc). Residents are encouraged to use 3M Brand (or similar brand) hooks, command strips, Velcro strips, and/or poster putty. Damage to surfaces caused by these items will be the financial responsibility of the residents assigned to the room.

## Doors

Propping of external doors is prohibited due to the safety/security risk it creates for residents. Propped external doors may result in either individual or community-wide fines.

## Electrical Equipment

Any tampering with electrical equipment (breaker boxes, outlets, elevators, etc.) is prohibited. No electrical outlet is to be overloaded so as to cause repeated tripping of circuit breakers.

## Emergency Protocol Guides

Each classroom, office, residence hall room, and campus apartment is furnished with an Emergency Protocol Guide (EPG) on the back of the door. These guides are intended to inform the Carroll community of protocol and to give direction in the case of a campus crisis. These guides need to stay in their locations and are not to be removed, unless in use for an emergency, and then they must be returned immediately. Disciplinary action will be taken against any faculty, staff, or student found in possession of Emergency Protocol Guides outside of an

emergency situation. Residence hall students and apartment tenants whose EPGs are not in their rooms at the time of checkout will be assessed a replacement fee.

## Fire Prevention

To safeguard the safety of students, all residence halls have fire and smoke detection systems. The safety of the resident communities is paramount, and any behavior or negligence that puts that community at risk will be regarded in a serious manner and dealt with through the conduct process.

- **Fire Alarm and Fire Equipment:** Any tampering with fire alarms, fire signs, hoses, extinguishers, or a fire escape is prohibited by state law and College regulations. Removal of a smoke detector battery, tampering with a hard-wired smoke detector, and tampering with fire alarms and fire equipment will result in a minimum fine of \$300 for each student involved.
- **Fire Drill:** Each residence hall has a fire drill plan. The RAs will inform all students of the appropriate procedures and precautions to be taken in case of fire or other emergency. Each semester a fire drill will be held in each hall. Failure to leave the building will result in a disciplinary response.
- **Fire Hazards:** All residents must maintain their rooms in a manner that will not constitute a fire hazard. Decorations may not block egress from the room.
- **Sprinkler Pipes:** Students are not allowed to hang any objects from the sprinkler pipes, or within 18 inches of the sprinkler head.
- **Candles:** Candles and heating elements for non-burning candles are not permitted in the residence halls. Candles may be kept as long as the wicks are removed, and the candle remains unmelted/burned.
- **Incense:** Incense and potpourri are not allowed to be burned in campus housing
- **Black Lights and Lava Lamps:** These lights are not permitted in the residence halls because they operate at higher temperatures than standard light bulbs.
- **Chemicals and Explosives:** Chemicals and explosives including combustion engines and flammable or explosive liquids are not permitted in the residence halls. This includes materials and devices which by themselves, or when combined, could be explosive, toxic, flammable, or dangerous.
- **Fuel** (propane, gas, or otherwise) and camp stoves are prohibited. These items are available for checkout from the Hunthausen Activity Center (HAC).
- **Extension cords** are not allowed due to potential fire and electrical hazards. Only power strips with surge protection are allowed.
- Please see the "Appliances" portion of the housing policies for more information on prohibited and permitted devices.

## Furniture

Furniture provided by the College must remain in the room in which it is found at the beginning of the academic year, and it may not be removed. The College will not store any furniture assigned to a room that a resident does not want. Students may supplement College furniture with their own, but they are responsible for the removal of all supplemental furniture upon termination of residency. Due to fire hazard, any furniture left in the hallway will be removed and residents will be billed the removal/replacement cost of these items.

Public areas are furnished for the comfort and convenience of all. Furnishings in lounges or other common areas are College property and must remain in the common areas where they are placed. They are not permitted in students' rooms. Removal of furniture from common areas can be considered theft. Student(s) found with College furniture may be charged for the cost of the furniture.

## Guest Policy

All guests to the residence halls are required to present identification upon request and to follow all school policies. Any guests who fail to present identification or to act appropriately will be removed from the campus and not allowed to return. Residents of the building will be held responsible for the behavior of their guest(s).

No visitor under 18 years old is allowed in the residence halls unless that person is a member of the immediate family of a resident student and has been approved in advance by the Area Coordinator.

In order to promote students' right to privacy and right to study and sleep, Carroll College has set visitation expectations for students and their guests. When living in a community, respect for privacy and quiet hours is important for all members of that community.

Overnight guests must be the same gender as the residents of the room and are restricted to a two-night stay within one week, pending approval by any assigned roommates. Residents are prohibited from allowing anyone who is not contracted to live in the room to become a temporary or semi-permanent resident of that room (including other students and non-students).

Violations of this policy may result in the initiation of the conduct process, as well as the loss of visitation privileges for both student host and guests.

## Health

All residents must maintain their rooms in a manner that will not constitute a health hazard. Health and Safety checks will be performed by Residential Life & Housing staff once per semester. Residents will be notified at least 24 hours in advance of these checks and any associated expectations.

## Housing Agreement Termination

The Reservation and Housing Agreement will be terminated if the resident withdraws from the College during or at the end of the semester, or is suspended or dismissed from the College or the residence halls for disciplinary reasons. Persons not enrolled in classes may not reside in the residence halls. A student must either be taking a minimum of 12 credits or get permission from the Director of Residential Life & Housing. The student is still responsible for any financial obligations incurred in accordance with this agreement. Rooms are contracted and assigned on the expectation that the student will occupy the room for the Fall and Spring Semesters. Refund and penalties for cancellation or termination of the agreement are as follows:

Between June 1 and the opening date of the Residence Halls, a cancellation fee of \$600 will be posted to the student's account (except in the case of a full withdrawal from the College).

If approved for withdrawal after the first day of occupancy, room charges are refunded in accordance with the tuition refund policy (See Carroll College Academic Catalog).

Students who attempt to terminate their housing contract for any reason other than withdrawal (including attempting to terminate between semesters) will not be approved, and they will be financially liable for the entirety of the Housing Agreement. Students who would like to appeal their housing agreement for extenuating circumstances may submit a written appeal to the Director of Residential Life and Housing for review by the Carroll College Appeals Committee.

### Application for Exception to the Housing and Meal Plan Requirement Form.

No refunds will be issued after the last three weeks of any semester.

## Housing Requirement

Carroll College considers residents living on campus as part of the College's unique educational experience. All unmarried, non-parenting students who have not resided in campus housing for six semesters are required to reside in the college residence halls. Only the Director of Residential Life & Housing may grant exceptions to this policy based on the following circumstances:

- Extreme financial need, verified by the College's Financial Aid Office (demonstration of accommodations off campus for less cost does not meet the criteria for extreme need).
- A medical condition demonstrated by a case history and verified by a physician's letter, which cannot be accommodated in the residence halls.
- Enrollment delayed by three or more years beyond high school graduation.
- Students who are from the Helena area (30 miles or closer) and will live at home with their parents or guardians.



- The student is married and/or parenting a dependent child(ren).

If you believe you may qualify for an exception from the housing policy because of one of the above criteria, refer to the [Application for Exception to the Housing and Meal Plan Requirement Form](#).

## Keys

Student IDs double as room keys in all residence halls and apartments. Students are responsible for their IDs at all times and are responsible for reporting lost or stolen IDs to Student Life as soon as possible to avoid any unauthorized use or access. Students are not allowed to disable their room locks or prevent their door from locking. Lost IDs cost \$30 to replace

## Laundry

The laundry facilities are shared among the residents of the building. Clothing items left longer than 7 days will be removed from the laundry room and placed in the lost and found. Unclaimed items will be disposed of after 30 days.

## Lock-outs

Residents are expected to keep track of their ID card at all times. All on-campus students are allotted 2 “free” lock-outs per year. After that, each lockout will result in a fee of \$10 being assessed to the student’s account.

At no time will Residential Life & Housing staff open a room for someone not living in that room, so students are encouraged to take all personal items with them after visiting a friend.

## Lofts

Residents may utilize lofts or bed risers. Residents loft beds at their own risk. Some beds are “bunkable,” and therefore do not need a loft. Lofts must not incorporate or damage existing furniture or walls in the room. All loft materials must be removed from the room at the end of the academic year. They will not be stored by the College.

## Maintenance

When maintenance is needed, residents must report items that need repair utilizing the “Work Order” form located in the eRezLife software. In case of emergency repairs (eg. broken pipes, doors not locking, risks to health and safety, etc.), contact Residential Life On-Call at (406) 459-0540, or Securitas at (406) 461-7611.

## Meal Plans

All students residing on campus are required to purchase a meal plan. Special dietary needs approved by the Carroll College’s Director of Accessibility Services should be directed to the food service manager. The Director of Residential Life & Housing may grant exceptions to this policy based on one of the following criteria:

- Extreme financial need; verified by the College’s Financial Aid Office.

- A medical condition demonstrated by a case history and verified by a physician’s letter, which cannot be accommodated by Carroll College Dining Services and verified by the Director of Accessibility Services.

If you believe you may qualify for an exception from the meal plan requirement because of one of the above criteria, please visit the application on the [Carroll Website](#).

## Personal Property

The College is not responsible for a resident’s personal property. The College is also not responsible for items lost or damaged due to theft, natural disasters, or as a result of unexpected facilities incidents (i.e. burst water pipes, etc). The College does not provide professional or legal council concerning personal insurance. The following serves as general recommendations.

Private property must be stored in the student’s room. In order to avoid theft, loss, or damage, students are encouraged to keep doors locked and to avoid leaving money or expensive items in plain view. Each student is encouraged to have renter’s insurance (see below). Alternatively, many parents’ homeowners’ insurance will cover student loss or can be adjusted to do so. Students are also encouraged to keep a written personal inventory with serial numbers. Any theft or loss should be reported to the Area Coordinator and may be reported to the Director of Campus Security and Public Safety.

## Quiet Hours

Quiet hours are from 10:00 p.m. to 8:00 a.m. Monday-Thursday, and 12:00 a.m. to 8:00 a.m. Friday and Saturday . Quiet hours are in effect 24 hours a day beginning the weekend prior to Final Exams and running through the entirety of Final Exams week. During quiet hours, students should avoid loud talking, loud volume for music, television or video games, or disturbances in the hallways, bathrooms, common lounges, and student rooms.

## Right of Entry

All residence hall rooms and apartments are considered the property of Carroll College. The College reserves the right to enter any student residence by Residential Life & Housing staff or other agents of the College (including Security) for reasons of normal maintenance, health and safety, to uphold community standards, and in the event of emergencies. This includes the ability to ensure compliance with the Code of Student Conduct. Failure to comply with requests made by College officials may result in disciplinary action. Entry can also be made for inspection or inventory of necessary repairs to rooms, furnishings, or equipment. Safety and security checks are made of all rooms periodically during the academic year. Residents will be notified at least 24 hours in advance of routine inspections.



## Room Changes

Students who have reserved specific rooms or have been assigned rooms will be expected to reside in that room. Room change requests may be made three weeks after the check-in date. The College reserves the right to make room changes prior to and during occupancy for the good of the resident or residence community.

## Room Consolidation

To better utilize the College's spaces or to fill empty beds in partially occupied rooms, the College reserves the right to consolidate residents. Students will be notified of room consolidation in advance.

## Room Furnishings

Each room comes furnished with enough furniture for each resident occupying the space. Individual residents can expect to have an XL Twin bed frame and mattress, desk, desk chair, dresser, and designated wardrobe or closet space.

## Safety

Carroll College strives to provide a safe and secure environment for its students, faculty, staff, and visitors. While instances of criminal activity on campus are rare, the College is not immune to crime and cannot assure or guarantee a crime-free living or working environment. Therefore, the College promotes a proactive approach to safety. The members of the campus community are expected to actively participate in making the College a safe and healthy living/learning environment and to act in a safety-conscious manner. They are required to avoid actions that would jeopardize their own security as well as the safety and security of others on the campus.

The College benefits from a community whose members truly care about one another. By watching and remaining alert to our surroundings, we can work to maintain a safe environment and identify dangerous and unsafe practices or facilities.

The College is not liable for students' injuries that are a direct result of personal negligence in College residence halls, buildings, or grounds. Any pranks, jokes, or tricks that are a threat to safety or property will be treated as a serious disciplinary matter. Carroll College community members are encouraged to report problems, safety issues, security issues, crimes, or suspected criminal behavior to the College. The best method is to contact either the 24-Hour Community Living number ([406] 459-0540) or Securitas's campus safety service ([406] 461-7761). The latter is available 24/7 when school is in session and between 3 p.m. and 7 a.m., seven days a week, during break periods. The Director of Campus Security and Public Safety can be contacted at (406) 447-4404.

All crimes are reported to the police, who will send an officer to take a formal statement. If the responsible party is found, that person(s) may be held accountable by law enforcement officials, as well as face sanctions from the College.

## Screens and Windows

Students may not remove screens from windows. Residents are responsible for their screens. Removed or damaged screens will result in a \$25 fine in addition to the cost of repair or replacement.

Misuse of windows in the residence halls is prohibited. No objects or fluids may be thrown or dropped from the window of a residence hall. Using a window as an exit or entrance to the building will result in disciplinary action and transgressions may be subject to fines.

In St. Charles Hall, the top window may not be opened at any time because opening often causes damage. Residents will be assessed the cost of needed repairs.

## Signs

Signs that are the property of the federal, state, or local government, or which belong to the College or local businesses, may not be posted in student rooms. Students who are found in possession of such signs will be reported to the proper authorities, including the College, police, or business owners.

## Skateboards, In-Line Skates, Scooters, and Bicycles

All individuals using skateboards, in-line skates, scooters, and bicycles are expected to use the equipment in a manner that is appropriate and considerate of others and of College property. The use of skateboards, in-line skates, scooters, and bicycles inside of campus buildings, including the residence areas, is strictly prohibited. In addition, individuals are prohibited from engaging in tricks (sliding, grinding, jumps, etc.) anywhere on College grounds that involve any College property (i.e. stairs, steps, railings, benches, entrances to buildings). Loitering or "sessioning" in these areas for the purpose of attempting tricks or stunts is strictly prohibited and will be confronted by College staff and/or law enforcement.

## Solicitors

Authorization must be obtained from the Assistant Director of Residential Life & Housing or an Area Coordinator for all groups or individuals soliciting in residence halls.

## Staff Requests

Students must comply with the reasonable directions of College officials, including but not limited to Resident Assistants (RAs), Security Officers, and Residential Life & Housing Professional Staff, during the performance of their duties. Residents must also identify themselves to these persons when requested to do so.

## Storage

The college will not store any personal property for residents. Storage units are available for rent off-campus.

## Tobacco-Free Campus

The use of tobacco and tobacco-related products including but not limited to lighted or unlighted cigarettes, electronic cigarettes, cigars, pipes, bidi, clove cigarettes, smokeless or spit tobacco, tobacco pouches, dissolvable tobacco, hookah shisha, snuff or snus, kreteks, and cigarillos, or any other tobacco delivery device, by students, faculty, staff, and visitors is prohibited in or on property owned, leased, or used for specific events by the College, conferencing guests, or any of its partners. Rooms with evidence of tobacco use will be assessed additional cleaning fees. Ceremonial use of tobacco in or on campus-controlled housing must be approved prior to the event by the Director of Residential Life & Housing.

## Vandalism

In order to maintain a safe, respectful, and learning-conducive environment for all residential students, vandalism is strictly prohibited. Vandalism is defined as intentional or reckless damage to property, destruction, or defacement of College premises, property, and signs. This includes but is not limited to graffiti, carving or scratching into surfaces, intentional breaking or damaging College facilities, tampering with equipment, removal of posted College signs and material, or any other actions that compromise the integrity of College property and operations. Students are encouraged to report any incidents of vandalism or suspicious activities that may lead to vandalism to Residential Life and Housing Staff or the Director of Campus Security and Public Safety.

## Vehicles

The use or repair of any motorized or non-motorized vehicles inside residence halls or other College housing facilities is strictly prohibited. This includes, but is not limited to: Motorcycles, Mopeds, Bicycles, Scooters (electric or manual), Hoverboards, and Skateboards. Any gas powered vehicles may not be stored inside College housing facilities.

## Weapons

Possession, storage, or use of weapons of any kind is strictly prohibited in all College residential housing facilities, including residence halls and apartments. Possession of a permit to carry a weapon does not grant permission to carry a weapon on Carroll College property.

Weapons are defined as any item or object designed or intended to cause harm, injury, or damage to individuals or property. This includes, but is not limited to, firearms, bullets, knives of more than 6 inches in length (including the handle), brass or lead knuckles, slingshots, swords or daggers of any length, bows, arrows, and explosives. In addition, a harmless instrument designed to look like a firearm, explosive, or other dangerous or illegal weapon and which is used by or is in the possession of a person is prohibited.

This policy does not prohibit students from transporting an unloaded firearm or hunting bow directly between a parking area and the

authorized location for checking in, checking out, and storing firearms and hunting bows in accordance with the Weapon Check-in/Check-out Procedure (LINK) described in the College Policies section of this handbook. Handguns are not allowed on the Carroll College campus and will not be stored in Weapons Storage. This policy also does not apply to licensed law enforcement officers when on duty and performing public safety duties at the College.

Compact personal protection pepper spray (e.g. Oleoresin Capsicum or OC) may be carried on campus. Individuals who discharge pepper spray when not intended for self-defense are subject to sanctions through the Code of Conduct process. Bear spray will not be stored in the Residence Hall, but may be stored in personal vehicles, or checked out from the Hunthausen Activity Center (HAC).

## Housing Rental Referrals

Carroll College will provide confirmation of student housing and eligibility of the student to lease or rent housing at the college.

## Communications and Marketing

### Communications Board

The Communications Board is the advisory board for issues concerning the publishing of the College newspaper, The Prospector, and the College literary magazine, Colours. The Communications Board assists the editors of the publications in establishing editorial policy. The Board hears grievances against student publications and media and makes recommendations for responses to these grievances.

The Communications Board uses the Carroll College Mission Statement as the guide for establishing editorial policy, which expresses:

1. A commitment to freedom of inquiry;
2. A special obligation to recognize and respect the teachings of the Catholic Church;
3. A respect for each individual person's right to life, to personal and social dignity, and equality of opportunity;
4. A recognition of call to service of the College community; and
5. A commitment to allow open participation and dialogue by members of all religious faiths and all persons of good will.

The membership of the Board is composed of the student editors of the publications, the Director of Student Activities and Leadership, two student representatives chosen by the ASCC, one member of the ASCC executive branch, and the advisors of the publications. The chairperson shall be elected from among the members.

### External Speakers

Carroll College is committed to providing a campus-wide intellectual environment in which faculty, students, and other members of the

College community are encouraged to seek truth, develop critical thinking, and make responsible decisions. To achieve these objectives, members of the college community must be free to engage the full range of views on a variety of subjects. Even unwelcome or controversial views need to be heard, discussed and analyzed. Therefore, neither agreement with Catholic teaching nor the desire to avoid offense should be the guiding principles for the invitation of speakers to campus or in the organization of campus programs by academic departments, organized faculty groups and other College organizations. In extending such invitations, however, members of the College community have an obligation to respect the special aims and objectives of Carroll College as described in the statement of mission. Here is the link to the External Speaker Policy:

<https://www.carroll.edu/public/external-speaker-policy>

## Obscene and Harassing Communication

A student who receives any electronic, phone, verbal, or social media communication of a questionable nature should follow these guidelines:

1. Don't talk to nuisance callers/messengers; they are looking for an audience.
2. Hang up if the caller does not say anything, does not give an identity, or uses improper language.
3. Report threatening communication immediately to the Director of Campus Safety and Security, the Dean of Students, and/or call the police.

## Parents, Communication with

Carroll College views students as adults with the primary responsibility for the quality of their educational experience and the fulfillment of expectations that are accepted when a student enrolls at the college. The college administration, faculty and staff do realize the deep concern that parents hold for the total development of a son or a daughter. In recognition of that interest, Carroll expects that students will initiate communication with their parents when enrollment is threatened or discontinued, or when circumstances exist that seriously jeopardize the student. When deemed necessary, a representative of the college may communicate with parents in relation to the following: discontinuation of enrollment; alleged violation of a college regulation that is likely to result in suspension or expulsion from the college; disciplinary probation with sanctions; absence from campus when there is reason to be concerned about the student's well-being; and serious physical or mental health issues.

## Photograph, Video and Audio Recordings of Students

Carroll College and its representatives will take photographs, videos and audio recordings of campus life and activities—including athletic events, classroom teaching, extracurricular activities and students in public or common areas—for use and publication in print, on television and radio, and in electronic and online media such as the college's website, YouTube and other social media channels, and

podcasts. If you object to your image or voice being used by the College, provide advance notice to any photographer, videographer or audiotape technician that you withhold your consent. Anyone who does not provide such notice as stated above is deemed to have consented to their images and audio recordings released for the stated purposes.

## Postings and Notices

The purpose of this policy is to manage the physical posting of materials on campus in a way that ensures the appropriate use of available space, prevents the defacing of college property, and reduces unnecessary expenditures of college resources used to repair and/or replace college property.

Bulletin boards are one of the major means of communication on campus. All student organizations and department postings on the Carroll College campus must be approved and stamped in the Office of Student Life in Borromeo Hall room 131 prior to placement. Off-campus or commercial advertisers may also submit materials for consideration. Such materials must also be approved and stamped in the Office of Student Life prior to placement. Postings must contain all information that is relevant to the event and must contain the name(s) of the sponsoring organization. Postings must be consistent with the mission and values of Carroll College. The Athletics office must approve all PE Center notices prior to placement. Notices will be posted on bulletin boards located near each entrance for a maximum of 30 days. Notices may not exceed a size of 8 ½" x 11". There are no public bulletin boards in the residence halls.

Any other messaging efforts (outdoor banners, sidewalk chalk, lawn signs, etc.) need prior approval from Student Life. Requests to reserve an information table in the upper level of the Campus Center must be submitted in advance to Campus Events and Conference Services.

The content of all postings and messaging must not portray individuals or groups in a demeaning or discriminatory manner, be libelous, violate copyright law, contain any material that is inconsistent with the community values and policies of Carroll College, or violate any other Carroll College policy. We reserve the right to decide whether to approve materials for posting. Unauthorized postings will be removed and destroyed.

## Social Media Policy

Social media refers to online tools and services that allow any Internet user to create, share and publish content. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube, Instagram, and Snapchat, to name a few.

- Students are prohibited from using any electronic device to transmit material that is threatening, obscene, disruptive, or sexually explicit, and/or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, gender, gender identity, sexual orientation,

disability, age, religion, culture, ancestry, or political beliefs.

Depending upon the specific behavior in question, the EO/Non-Discrimination Policy may be applicable as well.

- Maintain respectful discourse and acceptable behavior online. This includes objectionable/inflammatory language or pictures (ethnic/racial slurs, offensive comments, defamatory comments, personal insults, etc.).
- Anything communicated through social media should not disrupt the learning atmosphere, educational programs, school activities, and/or infringe on the rights of others.
- Do not violate privacy, confidentiality, or legal guidelines. Do not publish, post, or release information that is considered confidential or private.
- Protect yourself and others by not revealing private, confidential, or sensitive information.
- Ask permission before posting pictures, audio or videos of others.

## Speaker Policy Disclaimer

Carroll College seeks to provide a campus intellectual environment that encourages the pursuit of truth, critical thinking, and responsible decision-making. External guest speakers are invited to campus in order to contribute to these goals at events when the public is often invited to participate. Carroll College neither agrees nor disagrees necessarily with the views expressed, but rather provides a forum so that each person attending may hear and discuss the ideas and opinions expressed.

## Travel Solicitation

In order to avoid questions of liability for Carroll College in connection with travel solicitation and to be able to inform student travel promoters of potential problems with such promotions, all student travel solicitations must be registered with the Student Activities Office. This registration does not imply any endorsement by Carroll College of the travel agency, representative, or trip. Carroll College's name cannot be used on any travel venture without the written permission of the appropriate college officer.

# Facilities and Parking

## Animals on Campus

View the full policy and forms here : [Animals on Campus Policy & Forms](#)

Carroll College is committed to providing employees, students, and visitors with a healthy and safe environment in which to work and study. Based on reasons of health, sanitation, and safety, individuals are not allowed to have their animals inside any campus facilities without prior approval. Individuals can be approved to have specific animals in campus facilities, under specified conditions, including:

- Individuals with a disability requiring a Service Animal individually trained to provide specific assistance to the individual (§49-4-203(2), MCA)\*;
- Individuals with a disability approved for an ESA\*.
- Faculty using their own animals on campus for instructional purposes in the ANZ program\*\*;
- Anthrozoology and club animals that have received approval to access specific areas of campus\*\*\*;
- Non-students who are residents of Carroll housing facilities\*;
- Law enforcement officers with on-duty police dogs;
- One-time exceptions granted for events involving animals\*;

\*The use of an ESA or Service Animal must be accompanied by documentation of disability with Accessibility Services. ESAs and Service Animals must be approved by and registered (with training credentials and vaccination/health records) with either the Residential Life & Housing ("RLH") Office or Human Resources Office (see approval process below).

\*\* ANZ program will maintain veterinary records for any of the faculty-owned animals used for instructional purposes.

\*\*\*Clear markings of animals that are part of any Anthrozoology course or program, or that are part of a student club is necessary for the safety of all animals and people on campus. It is the purpose of this policy to ensure safety and understanding as well as to create an environment that is friendly and safe for all individuals responsible for an animal to live and learn.

The City of Helena ordinances regarding animals within the city limits—which include the Carroll College campus—address the following:

- Animals at Large. All animals not confined within an enclosure or on the owner's property shall be kept on a leash not more than ten feet (10') long, securely restrained, or held so as to prevent the animal from running at large.
- Removal of Excrement. It is unlawful for any person in control of an animal to cause or permit such animal to be on any property, not owned or possessed by its owner, and to fail to remove excrement left by such animal.
- Animals in Natural Parks. Within any natural park, as defined in city code and designated by the city commission, dogs must be kept under control, either on a leash or within sight and under voice control of their owners or other competent persons. Examples of natural parks include Mt. Helena Park, Mt. Ascension Park and Davis Gulch but do not include the Carroll College campus. Dogs must be kept on a leash within one hundred (100) yards of any trailhead in any natural park.
- Complaints. Animal Control Officers for the Helena Police Department handle animal calls within the city limits. Vicious animals, animal bites, and dogs at large should be reported immediately. For questions or concerns, contact Animal Control at 406.447.8461. Impounded animals are transported to the



Lewis and Clark Humane Society (406.442.1660). Owners may claim an impounded animal after paying an impound fee plus board fees. You may also be responsible for any city code violations.

### Approval Process to have an Animal in Campus Housing

**Pets:** Professional staff who live in Carroll housing may apply to have a pet. Proof of licensure in Lewis and Clark County and current health records must be on file in Residential Life & Housing. Owners must complete the “Application For Approval Form” to be approved by the Assistant Dean of Students/Director of Residential Life and Housing. These pets will only be allowed in the professional staff’s campus housing and will not be allowed in any other building on campus.

**Anthrozoology Dogs:** Those students who are enrolled in Carroll College Anthrozoology Canine classes to train a dog through the Anthrozoology program may apply to have a dog in campus housing. Proof of licensure with the City of Helena and current health records must be on file in Residential Life & Housing. Student trainers must complete the “Application For Approval Form” to be approved by the Assistant Dean of Students/Director of Residential Life and Housing. Animals approved under this program must strictly follow all expectations set forth by the Anthrozoology program and Residential Life & Housing.

**Emotional Support Animals (ESA) and ADA Service Animals:** Requests for ESAs and ADA Service Animals in College housing and campus facilities will be reviewed on a case-by-case basis. Requests should be made first to the Office of Accessibility Services. Students wishing to have an ESA or Service Animal in any Carroll housing facility must complete the “Application For Approval Form” to be approved by the Accessibility Services Coordinator. All dogs must complete and pass the AKC Certified Canine Good Citizen Training. The Accessibility Services Coordinator will gather and assess evidence as necessary from a licensed healthcare provider to determine if an ESA is necessary as a reasonable accommodation.

### Conflicts Over the Use of Animals on Campus

The use of animals may negatively affect others with allergies, respiratory impairments and other relevant disabling conditions. Employees should report a conflict through the Human Resources Office while students should contact the Residential Life and Housing Office.

### Campus Visitors

Carroll College reserves the right to request campus visitors to leave college property. Failure to comply with the request to leave college property will result in the college requesting Helena Police to issue a “no trespass” citation to the campus visitor. Violation of a “no trespass” citation may result in arrest. For assistance in addressing the presence of campus visitors, please contact the Director of Campus Security and Safety, Securitas patrol officer; or the on-call Residential Life & Housing Senior Staff.

## Corette Library & Simperman Learning Commons

The **Corette Library and Simperman Learning Commons** serves as the intellectual hub of the College; is a collaborative, student-centered destination; and offers a network of services and support needed for success across all disciplines. Together, the Corette Library and Simperman Learning Commons actively engage students, faculty, staff, and partners to collaborate, explore, experiment, and grow as researchers, creators, scholars, and informed citizens.

### What We Have to Offer

- **Study Spaces**
  - Quiet
  - Collaborative/Group
  - Individual
  - Whiteboards
  - Projectors
- **Technology**
  - Computer Labs
  - Green Screen/Lightboard Studio
  - Moodle
  - Podcasting Studio
- **Support**
  - One-on-one support
  - In-Class sessions
  - Tutoring (go [here](#) for more)
  - Video Tutorials via our Tube [page](#)
- **Resources**
  - Print & Electronic resources (find via [Saints Search](#))
  - Interlibrary Loan
  - Course Reserves

### The Corette Library

We provide access to specialized information resources, robust librarian-led research support, and seek to preserve the Carroll College experience.

### Resources: Books, Articles, Databases, and More!

We offer a wide range of print and electronic resources.

- Find books, e-books, journals, journal articles, and more via [Saints Search](#), the Corette Library Catalog.
  - Check out print materials (e.g., books, DVDs, courses reserves) with your Carroll ID.
  - Use our self-checkout kiosks to check out books yourself!
- For databases, articles, and more subject-specific resources, check out our [Databases](#).
- Put materials on reserve for your courses. For details, go [here](#).
- Request materials not held by the Corette Library via [Interlibrary Loan](#).
- Can't find what you need? Want help? Email us at [libstaff@carroll.edu](mailto:libstaff@carroll.edu) or call us 406-447-4340.



## Research Support

Our librarians are eager to help you and your students by offering:

- One-on-one research support
- Tailored library instruction for classes (in person or virtual)
- Online tutorials (go [here](#))
- Collaborating on creating assignments incorporating Information Literacy concepts and components
- Embedding a librarian or library resources in your class or in Moodle
- Bibliographic instruction for managing sources and citations (Zotero)

For more, see our [Faculty Information Guide](#) or email [libstaff@carroll.edu](mailto:libstaff@carroll.edu)

## Preserve and Promote the Carroll Experience

We are committed to preserving and promoting scholarship by Carroll faculty, staff, and students and to preserving documents that capture Carroll College life.

- [Carroll Scholars](#) is our Institutional Repository. It is an open-access, digital place for students and faculty to publish, share and preserve their scholarly work (everything from faculty papers, student SURF presentations, digital projects and theses) online.
- [Carroll College Archives](#) contains primary source materials documenting the history of Carroll College. This includes records of the college, college publications, manuscript collections of persons with ties to the college, photographs, slides, negatives, audio and video recordings, and blueprints. Our digitized collections (all Carroll College publications and some photographs) can be found [here](#).

## Simperman Learning Commons

Launched in 2019, The Simperman Learning Commons supports Carroll students and faculty in their quest to become more effective communicators, whether in traditional modes such as writing or presentations, or the modes emerging from our expansive digital landscape. An essential part of our work is intensive collaboration with the Corrette Library, academic departments, and faculty.

Our Services:

- Academic Technology
- The Communication Center
- The Writing Center

Together, the SLC's three centers provide tutoring, instructional materials, workshops, and other resources to assure that Carroll's students can meet the communication challenges while in college and in their futures as professionals and citizens.

## Academic Technology

Carroll College's Academic Technology supports the integration of learning and technology across campus, physically and virtually. Please contact Dan Case [dcase@carroll.edu](mailto:dcase@carroll.edu), Director of Academic Technology, about any of the following.

We administer and support the Moodle LMS (learning management system).

- Most classes at Carroll use Moodle on a daily or weekly basis to share content, track assignments, provide a space for collaboration, and give student feedback. How you use it is up to you. If you are new to Moodle or run into any difficulties (beginning with, if you do not have access to your classes), please email Rachel Martin [rmartin@carroll.edu](mailto:rmartin@carroll.edu). This is [the Moodle FAQ page](#) that we share with students. If a student in your class experiences a Moodle difficulty, please contact us immediately. We can check the server logs, help find missing assignments, and provide technical support.

We provide AV / electronics connection in physical classrooms.

- When you arrive in a classroom, you can choose to log into a computer using your Carroll username or connect your own device using the provided HDMI cord. Classrooms also have wireless projectors that can be used by students and instructors. We work to make these connections reliable and standardized, so you know what to expect wherever you teach.

We can help you find the technology you need.

- Need a clicker? Using Zoom for the first time? How about a drone? Want to bounce around ideas for keeping students engaged? Our experienced instructors and technologists are ready to help students and faculty create videos, websites, podcasts, or other projects that allow you to flex creative muscle and communicate in new ways.

## Communications Center

The [Communication Center](#) offers a variety of services for Carroll students and faculty to help with public speaking and multimedia presentations. This might include:

- Help with presentation assignments, including grading rubrics.
- In-class workshops and tours of the Communication Center for students.
- Space for students to rehearse presentations and one-on-one tutoring sessions for students.
- Recording and sharing of students' out-of-class presentations (so that you can make the presentations available to students outside of class and preserve class time for other things).
- Support and equipment for multimedia presentations (by students or faculty).
- Support, resources and equipment for podcasting assignments.

We offer tutoring assistance for students who would like to improve their public speaking skills and reduce their anxiety in a public presentation setting. Contact director [Alan Hansen](#) to discuss how the Communication Center might support your teaching, or make an appointment with Alan Hansen by clicking [this link](#).

## Writing Center

The [Writing Center](#) provides one-to-one consultations for Carroll students to get help with any aspect of their writing, from specific assignments to general writing skills, across the curriculum for all levels of students. Tutorials can also support students working on graduate school essays, personal statements for professional schools, resumes, and scholarship applications.

- One-on-one tutoring sessions in which the director or a peer writing consultant collaborates with students to help them become more skillful and independent writers.
  - Rhetorical thinking: interpreting an assignment, understanding an audience, finding a purpose
  - Brainstorming: finding issues, finding problems, creating topics, generating idea
  - Critical thinking: developing/revising a thesis, generating arguments to support a point of view, addressing counter arguments
  - Composing: planning, drafting, integrating sources, revising
  - Making it Pretty: editing, proofreading, formatting

We will not fix writing for the student!

## Beyond Peer-to-Peer Tutoring

- Creating instructional resources for use across the curriculum
- Creating instructional resources for use in specific courses
- Classroom workshops
- Faculty writing consultations with the director
- Support for Core writing programs
  - First-Year Writing Seminars
  - Intermediate Writing Courses
  - Advanced Writing Courses

## Library & Learning Commons Hours

The Library is open to students, faculty, and staff. For up-to-date information on Library hours, check the [Hours page](#) of our website or call our main line (406) 447-4340.

## Frisbee Golf (or Folf)

Due to damage to campus buildings and landscaping, as well as safety concerns for pedestrians on campus, Carroll College does not allow members of the Carroll community or guests of the campus to play Frisbee golf, or folf, on college property. The same policy applied to individuals playing golf on campus with a tennis ball. Folf players are encouraged to use the folf courses maintained by the City of Helena

Parks and Recreation. Individuals playing folf will be asked to cease and/or leave campus. Failure to comply will result in referring the matter to local law enforcement or campus student conduct.

## Late Night Study

Students may study at night in Simperman and Fortin Halls. The building will be locked at midnight. Classrooms on Sub Main of St. Charles may also be utilized at night. The building locks at 5:00 pm, and students may use their Carroll ID to access St. Charles until 10:00 pm. Students who utilize classrooms for studying are expected to shut all windows, turn off all lights and electronic equipment, and dispose of any garbage when they leave.

## Mail Service

Mailboxes are in the Saints Central mail room in Borromeo Hall and in the Trinity Hall lobby (for Trinity residents only). Mailbox numbers are assigned at the beginning of the academic year. Mail is distributed daily, except Sundays, semester breaks, and holidays. Students should use their box number in all their correspondence.

Please check the [Mail Services website](#) for current hours. Saints Central offers a wide variety of services including: stamps, mailing services (U.S.P.S., U.P.S., and Federal Express), and limited supplies (envelopes, boxes, etc.).

Residents in Campus Apartments receive their mail directly from the US Postal Service at the mailboxes provided on Bishop Carroll Drive. They are not eligible for an on campus mailbox.

For more information about postal services, please contact the Saints Central mail room.

## Reservation of College Space

For reservation of college space, arrangements are to be completed five days in advance of the planned event with the Office of Conference Services. This procedure will help coordinate the use of college facilities and minimize scheduling conflicting events. Events sponsored by campus organizations in either the PE Center or Campus Center that draw participants from the public at large must have responsible officers of their organization in attendance, must meet fire and safety codes for size of audience, and must have proper security. To reserve a meeting space in the Library permission must be received from the library desk staff. To reserve PE Center space contact should be made with the Director of Athletic Facilities.

The Trinity Lounge is intended for the use of the students who live in Trinity Hall and can only be reserved on a limited basis. Please contact Conference Services to check availability.

## Skateboards, In-Line Skates, Scooters, Bicycles and Hoverboards

All individuals using skateboards, in-line skates, scooters and bicycles are expected to use the equipment in a manner which is appropriate,

considerate of others and of College property. The use of skateboards, in-line skates, scooters and bicycles inside of campus buildings, including the residence areas, is strictly prohibited. In addition, individuals are prohibited from engaging in tricks (sliding, grinding, jumps, etc.) anywhere on College grounds which involve any College property (i.e. stairs, steps, railings, benches, entrances to buildings). Loitering or “sessioning” in these areas for the purpose of attempting tricks or stunts is strictly prohibited and will be confronted by college staff and/or law enforcement. Because of fire concerns, the use, possession or storage of hoverboards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited in college-owned buildings or on college property. Like other contraband items, if found, these items will be confiscated.

## Slacklining

Slacklining is an activity that involves stretching nylon webbing between two anchor points at different heights for the purpose of walking across and doing stunts. Slacklining is acceptable on campus if the following requirements are met:

- a. Slacklining is permitted between sunrise and sunset and only at the designated slacklining posts on campus.
- b. Participants and spectators assume any and all risk associated with this activity. For participants, the risks include, but are not limited to, death, paralysis, and serious injury. Participants and spectators take full responsibility for following this section and best safety practices within this activity.
- c. All slacklines may be affixed on a temporary basis while in use, and slacklines must be removed when not in use. The owner of the Slacklining equipment is responsible for setting up and taking down the equipment by sunset each day and may not leave equipment unattended. Unattended Slacklining equipment may be removed and stored without notice.
- d. All equipment associated with the practice of Slacklining should be maintained in an operable and safe condition. This is the sole responsibility of the participants to ensure.
- e. The slackline may not be elevated to a height of more than four (4) feet at the center of the span.
- f. Slackline equipment can only be connected to slacklining poles at designated locations on campus.
- g. Slacklines may not be attached to college buildings, signs, handrails, light poles, fences, trees or other non-designated structures on campus.
- h. Slacklines must not obstruct intended uses of campus sidewalks, buildings, paths, fences, or light poles.
- i. Any damage to campus property from any slacklining activity due to participant’s negligence, improper set-up, reckless or careless activity, or failure to adhere to College rules may result in participant liability and incur all costs associated with restoration of campus property as well as restriction from future use.

## Tobacco-Free and Smoke-Free Campus

The use of tobacco and tobacco related products including but not limited to lighted or unlighted cigarette, electronic cigarette, cigar, pipe, bidi, clove cigarette, smokeless or spit tobacco, dissolvable tobacco, hookah shisha, snuff or snus, kreteks, and cigarillos, by students, faculty, staff and visitors is prohibited in or on property owned, leased, or used for specific events by the college. Ceremonial use of tobacco in or on property owned, leased, or used for specific events by Carroll College must be approved prior to the event by the appropriate Vice President or Cabinet member.

## Vehicle Use and Parking Regulation Overview

Carroll College's parking regulations are designed to foster the responsible and safe use of vehicles and parking lots at Carroll College. Students and employees are expected to familiarize themselves with all vehicle use and parking regulations. As parking on campus is a privilege and not a right, failure to comply with Carroll vehicle use and parking regulations may result in fines, towing, wheel-locking, or denial of parking privileges. Carroll College assumes no responsibility for any vehicle or its contents while operated or parked on campus. Carroll College has a limited number of parking spaces available on college property for students and employees.

### New for Academic Year 2025–2026

#### What's Changing?

- **Parking Policy Changes:**  
To encourage compliance and reduce repeat violations, parking fines will increase effective July 1, 2025. In addition to fines, repeated and flagrant offenses will be processed through the Code of Conduct procedures. Details on specific violations and updated fine amounts can be found on our website starting on July 1, 2025: <https://www.carroll.edu/about-carroll/carroll-campus/parking>
- **Improved Signage and Minor Revised Parking Structures:**  
Over the summer, increased signage will be placed to improve clarity in designated parking areas. In addition, we will update lot designations and enforcement areas to improve accessibility, especially during peak hours and campus events. Please refer to the updated campus parking map. <https://www.carroll.edu/about/carroll-campus/map-directions>
- **Parking Permits Required (\$25):**  
As a reminder parking permits are required. Beginning July 1, parking permits will cost \$25 annually. Permits can be purchased online. An email will go out when the permits become available in late July to early August. This fee covers the production cost of permits and supports increased event and safety management services.

#### Why These Changes?

These updates are designed to:

- Enhance campus safety by reducing congestion and improving emergency access.
- Support event logistics more effectively.
- Foster a community of accountability and respect for shared spaces.

### What You Need to Do:

1. Review the updated parking map <https://www.carroll.edu/about/carroll-campus/map-directions>
2. Purchase your permit. An email will be sent when permits are ready. Purchase at <https://www.carroll.edu/about-carroll/carroll-campus/parking>
3. Display your permit clearly on your vehicle by August 20, 2025
4. Avoid fines by parking only in designated areas.

## Governance

### Carroll Name, Use of

All events and activities sponsored by Carroll College student clubs and organizations, or use of the name of Carroll College by student clubs and organizations must be registered in the Student Activities and Leadership Office. No outside organizer may use the name of Carroll College for any event, activity, promotion, or advertisement without the permission of the appropriate college authority, or in the case of student programs and events, the permission of the Director of Student Activities and Leadership.

### Recognition, Club or Organization

In order to use Carroll's name as a club or an organization and to qualify for the ability to apply for college funds, the club or organization's purpose must be consistent with the college's mission statement and the group must be approved by the ASCC and the Dean of Students. The steps for being recognized by the ASCC are as follows:

1. Notify the Director of Student Activities and Leadership and the ASCC President about intention to apply for club or association status;
2. Hold a meeting of interested students;
3. Write a club/association constitution that specifies:
  - a. Name of club
  - b. Club affiliation (if any)
  - c. Purpose of club
  - d. Membership of club
  - e. List of officer positions and responsibilities
  - f. Club advisor (Carroll College faculty or staff member)
  - g. Meetings of club
  - h. Election and replacement of officers
  - i. Process for amending the constitution
4. Email the draft of the club constitution to the ASCC Executive Vice President, the Director of Student Activities and Leadership and the Dean of Students to review and edit. After the consideration of the suggested edits to the proposed club

constitution, the final copy of the constitution will be sent to the ASCC Executive Vice President to put on the agenda for the next ASCC Senate meeting.

5. Attend Senate meeting to present constitution and to answer questions. Constitution will be posted outside of ASCC President's office until next Senate meeting when a vote will be held to recommend to the Dean of Students that Carroll College should provide institutional recognition to the club or organization. The Dean of Students will review the recommendation and report back to the ASCC Officers with a final decision regarding recognition.
6. If a club fails to send a representative to the ASCC House of Representatives meetings for a semester, the ASCC Executive Committee can declare that club no longer in association with Carroll.

### Student Government

The Student Government at Carroll College is known as the Associated Students of Carroll College. Every student attending Carroll College is a member of the Associated Students of Carroll College. The student body elects four officers to lead the organization of the student government. ASCC officers, in order to run for or remain in office, must have a 2.5 grade point average, be in good standing, and not on disciplinary or academic probation. The ASCC is a vehicle that students use to ensure their voice in the college community. As a student government, the ASCC explores problems that are acceptable to the entire college. The student government is advised by the Director of Student Activities and Leadership and supported by the Dean of Students as their liaison to the senior administration of the college.

### Student Qualification for Student Offices and Honors

Student government officers, class officers, managers, editors, resident assistants, and students in any other positions of responsibility in any campus organization or activity must: be enrolled for at least ten (10) semester hours of credit; demonstrate a cumulative grade point average of 2.5 at the time of their application or announcement of candidacy; and must not be on disciplinary probation, residence hall expulsion, or subject to any other disciplinary action inconsistent with the office or honor in question.

## Human Resources

### Student Employment

Student employment positions at Carroll fall into two categories: work-study and regular. Work-study positions are funded 75 percent by the federal government and 25 percent by the college. Work-study is a part of a total financial aid award that is based on financial need. Work-study awards are based upon either a ten- or fifteen- hour workweek. Regular college positions are part-time student jobs funded entirely by Carroll and may be available if a student does not qualify for work-study funds.



Student employment positions are available with nearly every academic and administrative department on campus. A number of off-campus positions with various community service organizations are also available to work-study eligible students. The wage for all positions is the higher of the state or federal minimum wage. Listings of open positions and their supervisors are available at the beginning of each semester and 2-3 weeks before the end of the Spring semester for the summer at the Office of Human Resources, O'Connell Hall Rm 212, and on the Carroll College website ([www.carroll.edu](http://www.carroll.edu)). Supervisors must give preference to work-study eligible students in hiring considerations. If you are unsure whether or not you qualify for work-study, contact the Financial Aid Office.

Carroll College also has a limited number of summer employment opportunities. The same work-study preference applies during the summer as it would during the academic year. To be considered for summer work-study employment, the student must meet the following requirements:

1. The student must intend to stay at Carroll the following semester; and
2. The student must have applied for federal student assistance for the upcoming academic year and have sufficient need to qualify for a federal work-study award as determined by federal guidelines. Some regular positions are available, subject to the same restrictions as during the regular academic year.

## Student Employment, Discipline

It is the policy of Carroll College that students may be disciplined for job-related reasons, up to and including termination. "Job-related reasons" means grounds for taking disciplinary action based on failure to satisfactorily perform job duties; disruption of the College's operations; failure to meet the expectations or the goals of a plan of improvement; violation of the College's procedures, policies, rules, or performance standards; or other legitimate business reasons.

Discipline shall be commensurate with the seriousness of the offense. For example, the College, at its discretion, may use corrective counseling or an oral warning before more severe disciplinary action is taken for routine performance deficiencies and lesser offenses. More severe disciplinary action, up to and including termination, will be taken for more serious offenses (which may include, but not limited to theft, illegal use of alcohol or other drugs, failure to report for work, contract violation, or inappropriate use of technology), and repeated lesser offenses (which may include, but not limited to paperwork errors, arriving late or leaving work early or inappropriate behaviors that compromise the integrity of the employee in the position).

## Student Employment, Discipline Appeals

In keeping with the Mission Statement of Carroll College, an individual who believes he/she has been disciplined or terminated beyond job-related reasons, every effort should be made to resolve problems, whenever possible, on an informal basis outside the formal

grievance procedure. For advice on how to resolve the situation informally, the individual may contact the Dean of Students and Retention, the Director of Human Resources, or the Counseling Center.

If the student is unable to resolve the grievance informally, the student may file a grievance with the offending party's supervisor (if a Carroll employee), or the appropriate vice president. The grievance should be in writing and describe the nature of the problem, the specific reasons for the student's dissatisfaction, and the student's desired solution. In addition, the student should submit a list of names of the person(s) who have knowledge about the grievance and copies of any relevant documents. The grievance should be filed as soon as possible after the incident or action occurs. Early reporting is encouraged because the college's ability to investigate an act or report diminishes with time.

**All grievances must be forwarded to the Director of Human Resources** who will consult with the offending party's supervisor or vice president regarding the appropriateness of the discipline/termination decision. The final decision regarding the outcome of the grievance lies with the direct supervisor or appropriate vice president.

The direct supervisor/vice president's decision will be communicated to the parties involved. If determined necessary, the college will then take a prompt and effective remedial action. The action must be commensurate with the severity of the offense and be made known to the student.

## Student Employment, Summer

Although fewer than during the academic year, Carroll also has summer employment opportunities. In addition to the hourly wage, Carroll has a limited number of rooms available to students working over the summer period. To qualify for summer housing at a discounted rate, a student has to either be enrolled in summer school or working at least 60 hours a month for the college. Sign up is on a "first come, first served" basis until housing is full. Students are not required to purchase a meal plan for summer housing.

In most instances, summer student positions at Carroll College are available to students regardless of work-study eligibility. In the event a student is employed under Work-Study during a period of non-enrollment, such as summer, the student must contact the Financial Aid Office.

The Office of Human Resources will assist departments and students in successfully filling summer positions. New student employment authorization forms are required for summer jobs.



# Information Technology

## Acceptable Use Policy (AUP) for Technology Resources

### Purpose

Technology resources (including, but not limited to the data/voice/video networks, software systems, all college-owned computers, tablets, telephones, printers, photocopiers, servers, network devices and telecommunication devices) are provided to Carroll College students, faculty, and staff to further the educational goals of the college, increase productivity, and ensure better communication regarding college matters. This policy governs the acceptable use of all Carroll College technology.

### Scope

This policy will apply to all users of Carroll College technology, including students, faculty, staff and guests. Some parts of this policy may be specific to certain constituencies.

### General Policy

In using Technology Resources, members of the Carroll College community must:

- Comply with federal, state and other applicable law, college rules and policies and contracts and licenses.
- Respect and value the right of data security and privacy for all.
- Recognize and respect the diversity of the population and opinions in the community.
- Behave ethically.
- Respect that technology resources are shared and finite.

How each individual uses resources may impact the work of other members of the community and beyond, as our campus network is connected to other networks worldwide. It is important that all users be aware of their individual obligations and of what constitutes proper use and behavior. The following information outlines the use, guidelines, prohibitions, and violation policy of Carroll's Acceptable Use Policy. All questions and concerns should be sent to the Director of Technology via the Help Desk @ (406)447-4357 or to [helpdesk@carroll.edu](mailto:helpdesk@carroll.edu).

### Use of Technology Resources

#### Carroll Students, Faculty, Staff, Volunteers and Guests

Carroll's Technology resources are provided for legitimate and substantial educational and business purposes. Carroll College technology resources are available to registered students, faculty, and staff in support of the regular curricular and administrative functions of the college. Carroll College registered students, faculty or staff may access Carroll's network infrastructure and assigned systems for academic and administrative purposes. Users are expected to use this privilege in a manner consistent with existing college policies and as specifically addressed in this Acceptable Use Policy.

- Account authentication information including usernames, passwords or pins must not be used by anyone other than the account holder. Users should never share their authentication information with another person and should take measures to keep this information secure. **USERS ARE RESPONSIBLE FOR MATERIAL AND CHARGES ORIGINATING FROM THEIR ACCOUNT AND PIN NUMBERS.**
- The use of the computer equipment, authentication information or software of another member of the community without their express permission and other violations of authorial integrity (including plagiarism), invasion of privacy, unauthorized access, and software copyright violations, may be grounds for sanctions against members of the academic community (see policy violation section.)

#### Carroll College Employees

Employees working with data that is Restricted or Highly Sensitive hold a special responsibility to protect the privacy and security of the students, employees or college friends to whom the data pertains. The handling of certain data may also be governed by regulations such as FERPA, HIPAA or the Carroll College Statement of Confidentiality. Employees will handle data appropriately according to its data classification. Employees must follow reasonable procedures to limit access to any data that qualifies as Restricted or Highly Confidential Data. This includes either locking or logging off computer systems when away from the desk, limiting access to printed materials on the desk and shredding printed documents when no longer needed.

- Employees will change passwords to Carroll computer accounts according to the Password Policy.
- Student workers will use an assigned network account, separate from their student user account for use as a Carroll employee and must follow all policies that govern any Carroll College employee.

#### Guests

Limited guest access to technology resources is available to visitors with a direct relationship with the college including visiting scholars and athletes, vendors, conference attendees and media outlets. Guest account information is obtained through CCIT or through departments authorized by CCIT to provide passes for college guests.

#### Personal Use

The college recognizes that students, who live on campus, will also use network resources and other technology resources for personal use as well as for academic pursuits. Personal use by students is allowed as long as use falls within this acceptable use policy. Limited personal use is also permitted for employees unless specifically prohibited in this document but the use cannot interfere with the performance of their job duties. College business and academic use will take priority over personal use.

- Users are responsible for charges that may be incurred while using Carroll's computer and telecommunication systems for personal use.
- No employee or student may use Carroll College technology resources for profit-making ventures or on behalf of external organizations or persons unless such use is directly related to Carroll College coursework or to faculty/staff research or professional development.
- No data kept by the college for business purposes can be used for any personal use.
- Data and information accessed from, and stored on organization systems and equipment belongs to the college. Personal data stored on the college network is not guaranteed to be accessible to the user upon termination from college. Upon an employee's separation from the college, all the files and the information on college-provided systems and devices remain college property.

## Prohibitions

Specific prohibitions of Carroll College technology resources include, but are not limited to the following:

1. Deliberate disruption of the performance of a computer system or a network, or attempt to "break" system security. This includes reconfiguring a system to make it unusable for others, or attempting to destroy or alter data or programs. Creation or modification of code that could potentially cause harm to network users, including known virus or malware programs or code. This includes obtaining and/or storing of malicious or potentially malicious code.
2. Unauthorized monitoring or scanning of the network.
3. An unauthorized attempt to access protected information in any college system.
4. Forgery of electronic messages or content.
5. Any attempt to impersonate another authorized user of a Carroll College system.
6. Reading, deleting, copying, or modifying college-owned electronic files or files belonging to someone other than yourself without the permission of the owner and without a legitimate business reason to do so.
7. Sending harassing, obscene, offensive and/or other threatening messages or postings.
8. Activities that are intended to be insulting or offensive to others or that reasonably could have been foreseen to have the effect of harassing or offending. Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious beliefs, disability, marital status or other personal characteristics protected by law.
9. Pornography
10. Use of Carroll College technology that may violate another person's security or privacy.

11. Sending any type of chain letter or an unsolicited message intended for profit making purposes.
12. Sending inappropriate or unnecessary email on a wide-scale basis. This includes all campus email distribution to large email groups such as the All Employees and All Students routing lists for non-business or non-academic purposes.
13. Propagation of computer viruses, worms or malware.
14. Activity that is in violation of local, state or federal laws or that violates any other specific Carroll College policy.
15. Activity for commercial purposes without prior approval is prohibited. Request for approval should be directed to the Director of Technology by contacting the Help Desk @ (406)-447-4357 or helpdesk@carroll.edu(link sends e-mail).
16. Installation of software not approved or authorized by CCIT on college-owned computer systems, whether or not the software is free.
17. Unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder. Information on the Digital Millennium Copyright Act can be found at: <http://copyright.gov/legislation/dmca.pdf>(link is external) and the Copyright Act at: <http://www.copyright.gov/title17>(link is external).

## Monitoring

To protect and maintain the interests and security of students, employees and the College, as well to investigate reasonable suspicion of policy violations, Carroll College reserves the right to monitor, retrieve, and/or store material that resides in the computer and networked resource systems of the College. Employees and students should assume that the content of messages, data files, or other matter sent through any Carroll College system may be seen by Carroll College administration and others with a legitimate need to know. Carroll College reserves the right to access and disclose, for legitimate business, educational and/or legal reasons, any message, data file, or other matter sent through the Carroll system. Carroll College reserves the right to delete any file found that is recognized as harmful or potentially harmful to the systems or security of users of the systems, including virus or malware code.

## Policy Violations

- Violation of the acceptable use policy may result in disciplinary action, including the immediate suspension of system use privileges, with referral to appropriate college or criminal authorities for consideration of other penalties.
- Alleged violations involving students will be documented in an incident report and forwarded to the Student Life Office and handled as part of the student discipline process. Depending upon the severity of the violation, the Director of CCIT may revoke computer services. This decision may be appealed to the Vice President for Student Life.

- Alleged violations by college employees will be forwarded to the appropriate administrator for investigation and, if determined necessary, disciplinary action.

These policies are intended to work in conjunction with existing policies within the Carroll College Student Guide, the Student Handbook (including the Carroll Code of Student Conduct), the Carroll College Catalog, the Staff Handbook, and the Faculty Handbook.

Revision Date: 7/29/2015 Author: Loretta Andrews, Director of Technology Revision: 2.1.1

## Digital Copyright Restrictions

It is the policy of Carroll College to respect copyright law. Materials that are distributed digitally, either on media or via download, including, but not limited to, software, music, books, movies and/or images are subject to copyright. The College will not tolerate copyright infringement that occurs on the Carroll College network.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Carroll College reserves the rights to block sites and applications that allow for file sharing or downloading that constitutes copyright infringement. Numerous websites exist that allow for legal downloads for software, music, books, movies and images. Contact Campus Computing and Information Technology at (406) 447-4357 for more information.

## Telephone Usage

The CCIT Department administers and tracks the telephone and voice mail accounts at Carroll College.

Carroll College recognizes that most students come to college with a cell phone. For students interested in a landline phone in campus housing, all residence hall rooms will have telephone connectivity. If a

college-provided telephone is desired, one may be obtained through the CCIT department. Regular, analog-style telephones do not work with the college telephone system.

## Telephone Privacy

All members of the student community have the right to privacy in their usage of the campus telephone and voice mail system. However, if a student is suspected of tampering with someone else's account or transmitting inappropriate messages, members of the CCIT staff will examine the user's account. If it is determined that a student has violated the privacy of others, that student may lose his/her telephone and voice mail privileges and will be referred to the Dean of Students for possible Code of Conduct violation.

## Safety

While unwanted or unsolicited contact cannot be controlled, students who receive threatening or inappropriate phone calls or voice mails should bring them to the immediate attention of the CCIT staff.

# Safety and Security

## Bicycle Registration

All bicycles parked or stored on the Carroll College campus must be registered with the Office of Campus Safety & Security. Registration is free and is good for the life of the bike.

Please note that bicycles are only allowed to be locked on designated bicycle racks. Bikes found locked to railings, trees, etc. will have the lock cut and will be removed. The College assumes no responsibility for replacing cut locks. After 30 days without being claimed, the bike will be considered abandoned and disposed of at the discretion of the college.

## Confiscation

To protect the safety of members of the Carroll community and college property, college officials, housing staff and contracted security officers are authorized to confiscate illegal or banned items confronted on campus including, but not limited to, weapons, explosives, drugs, drug paraphernalia, hookahs, pipes, e-cigarettes, vaporizers, hoverboards, alcohol, alcohol paraphernalia, kegs and other common sources of alcohol, and any items used for drinking games. Illegal items will not be returned to the owner.

## Lost and Found

A campus lost and found is maintained in the Campus Safety and Security Office in Borromeo Hall. Every effort is made to restore lost items to their owners; however, it is the student's responsibility to report and claim lost articles. Items unclaimed or abandoned after 60 days are disposed of in an appropriate manner.

## Missing Student Notification

If any member of the Carroll College community has reason to believe that a student who resides in campus housing is believed to be missing

for 24 hours, they should immediately notify the Director of Campus Safety and Security at 406-447-4404, on-call Residential Life & Housing Senior Staff at 406-459-0540, the Director of Residential Life & Housing at 406-447-5509, or the Dean of Students at 406-447-5434. A student is presumed missing if he/she is overdue in reaching home, campus, or other specific destination for 24 hours past his/her expected time of arrival and/or additional factors that lead college staff to believe that he/she is missing. The college does not have to wait a full 24 hours before determining a student is missing, or from initiating notification procedures as soon as it is determined a student is missing.

College staff will:

- Conduct a health and safety check of the resident's room.
- Attempt to contact the student via cell phone, email or other means.
- Identify other students who may be aware of the missing student's whereabouts (i.e. roommate, friends, classmates, other residents, etc.).
- Use the student's class schedule to contact his or her professors.
- Contact the student's academic advisor.

If, upon investigation, it is determined that the student is missing, the Director of Campus Security and Public Safety and/or the Director of Residential Life & Housing will:

- Contact the student's identified emergency contact within the first 24 hours of when the student was determined to be missing;
- Contact the parent, legal guardian, or custodian of a student who is under the age of 18 years of age, and not an emancipated individual, within the first 24 hours of when the student was determined to be missing (in addition to any contact person designated by the student);
- Notify Helena Police Department at 406-457-8866 within 24 hours of when the student was determined to be missing (if Helena Police did not make the determination that the student is missing).

At the time of registration, all students are requested to provide personal emergency contact person(s) name and contact information. This information is maintained in the Self Service System and is designated as confidential. The confidential contact person will be notified within 24 hours once the student is determined to be missing and that only authorized campus officials including the Director of Campus Security and Public Safety, the Associate Director of Residential Life and Housing, as well as law enforcement officers in furtherance of a missing person investigation may have access to this information. If the student is under 18 years of age and not emancipated, the college must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

## Prescriptions

Over-the-counter and prescription medications shall be stored in original containers with complete instructions for use, dosage, warnings, and expiration date. Students shall not share prescription medications with other students due to the possibility of an allergic reaction.

## Reporting Campus Crime

In order to ensure the safety and security of all members of the Carroll College community, the college fully cooperates with local law enforcement agencies by reporting certain crimes that occur on campus or in campus-owned facilities or at campus sponsored functions that occur off campus. The reporting procedures are based on the crimes that the college is mandated to report as part of the Student Right to Know and Campus Crime Security Act of 1990 and subsequent amendments to the Higher Education Act of 1992, 1998, and 2008. After the college is made aware of the crime that has been committed, the following guidelines will be followed by campus authorities in the reporting of crimes:

If a crime is reported that falls under the described policies that follow, the Director of Campus Safety and Security or designee will notify the community that a crime has been reported, the nature of the crime, and that an investigation is to follow.

The following guidelines will be followed with regard to reporting crimes to local law enforcement agencies. All definitions below are from the Federal Bureau of Investigation Uniform Crime Reporting System.

1. **Murder/Non-negligent Manslaughter**—The willful (non-negligent) killing of one human being by another. The local law enforcement agency will be notified immediately by a college representative.
2. **Robbery**—The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. The local law enforcement agency will be notified immediately by a college representative.
3. **Aggravated Assault**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Simple assaults are excluded. The local law enforcement agency will be notified immediately by a college representative.
4. **Burglary**—The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included. The local law enforcement agency will be notified immediately by a college representative.
5. **Motor Vehicle Theft**—The theft or attempted theft of a motor vehicle. The local law enforcement agency will be notified immediately by a college representative.
6. **Arson**—Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public



building, motor vehicle or aircraft, personal property of another, etc. The local law enforcement agency will be notified immediately by a college representative.

7. Negligent Manslaughter—The killing of another person through gross negligence. The local law enforcement agency will be notified immediately by a college representative.
8. Drug Law Violations—Federal, State and/or local offenses relating to the unlawful possession, sale, growing, and manufacturing of narcotic drugs. The local law enforcement agency will be notified immediately by a college representative.
9. Illegal Gun Possessions—All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included. The local law enforcement agency will be notified immediately by a college representative.
10. Hate/Bias Crimes—A hate crime, also known as a bias crime, is a criminal offense committed against a person, property or society which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a person or group of persons based on their race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. The local law enforcement agency will be notified immediately by a college representative.
11. Sexual Assault— is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI (UCR) Program. A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent." The local law enforcement agency will be notified on all Sexual Assault incidents immediately by a college representative.
12. Rape— is defined as "the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
13. Fondling— is defined as "the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity." (Because there is no penetration in fondling, this offense will not convert to the SRS as Rape.)
14. Incest— is defined as "sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law."
15. Statutory Rape— is defined as "having sexual intercourse with a person who is under the statutory age of consent.

Upon being informed that a crime has occurred on campus, the Director of Campus Safety & Security or Dean of Students will immediately report the crime to local law enforcement and the

President of the College. The Dean of Students or designee will coordinate supportive campus services for any student victim and work with Campus Safety & Security as needed to coordinate with law enforcement. If the student wishes to report the crime to local law enforcement, a member of the Student Life staff can accompany the student in purely a supportive role. Parents must be notified if the student is under the age of 18.

In keeping with Carroll College policies, a student, who is a victim of any of the above mentioned crimes, and/or of any other violations of the college's rules and regulations, has the right to pursue recourse through the college disciplinary process. This procedure may be used in addition to any civil or criminal procedures stemming from an investigation by local law enforcement.

## Safety

Carroll College believes that a reasonably safe and enjoyable environment for the college community can be maintained by each community member practicing prudent measures to ensure personal protection and safety. In addition, Residential Life & Housing staff, Campus Safety & Security, Securitas staff and Facilities staff in conjunction with the Helena Police Department can assist further with safety and security. The persons and property of Carroll College need protection from fire, theft, intrusion, and other unlawful acts that disturb the peace or which place life or property in jeopardy. Promoting safety and calling members of the community to a code of conduct further ensures the tranquility of the campus.

Personal safety is an important issue both on and off campus. The following safety guidelines will help Carroll College community members:

1. The use of seat belts—every trip, every time—keeps the driver at the wheel to retain control of the vehicle in case of collision or rollover. Buckle up!
2. Always lock your door when you are sleeping or are away from your room. Know who is at the door before you unlock your door.
3. Do not leave valuables (like your purse, wallet, checkbook or jewelry) in open view. Take care of your keys. Do not give them to others or allow anyone the opportunity to duplicate them.
4. Be aware of strangers, including door-to-door solicitors. If you see a solicitor (or any suspicious person) contact Campus Safety & Security or Residential Life & Housing staff. **Promptly report to Securitas by dialing 406-461-7611 or the Helena Police Department by dialing 406-457-8866 helps deter criminal activity.**
5. When walking, plan the safest route to your destination and use it. Choose well-lighted, busy pathways or streets and avoid wooded paths, alleys, vacant lots or construction sites. Take a longer way if it is the safest route. Avoid walking alone at night, especially when off-campus. Walk facing traffic, so you can see approaching cars.



6. Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you can go to summon help if needed. Students should be careful not to be alone in college buildings late at night.
7. Do not flaunt expensive jewelry, clothing or cash, especially in off-campus areas.
8. Keep your car or room/house key in hand and ready as you approach your car or hall/home.
9. Carry emergency funds for cab fare.
10. Do not overburden yourself with packages and groceries that make it hard to react.
11. When walking, if you suspect you are being followed by someone, cross the street and head for the nearest well-lighted population area. Walk quickly or run to a phone, residence hall, occupied building, or house and call the police (911).

## Sharps Disposal

Compliance with OSHA regulations regarding sharps (needles and syringes, for example) requires that these items be disposed of in an approved container. The Director of Health Services can provide, for a small fee, a disposal container for those who use sharps to dispose of sharps safely. Sharps containers should be brought to Health Services to dispose of containers.

## Theft Prevention

Protect your belongings by using common sense and taking precautions.

1. Lock doors every time you leave.
2. Make a list of your valuables and keep them in a safe place. Include an exact description, year purchased, and serial numbers.
3. Engrave valuables with an ID number.
4. Do not leave belongings (books, backpacks, calculators, coats, etc.) unattended in the library, classroom, residence halls, campus center or athletic facilities.

Report theft to the Director of Campus Safety & Security, Dean of Students, and/or to local law enforcement.

## Video Surveillance Policy

To aid in protecting public safety and institutional property and as a deterrent to crime, the use of security cameras has increased at colleges and universities nationally. Carroll College is committed to enhancing the quality of life of the campus community by integrating the best practices for public safety including the use of evolving technologies. Because Carroll College respects the privacy of all members of the campus community, this policy is intended to regulate the use and the manner in which video surveillance devices are authorized and used. Carroll College desires to balance the institution's duty to promote a safe environment with the individual right to be free from unwarranted intrusion by ensuring that all video surveillance devices are used appropriately and judiciously.

The following types of video systems are exempt from this policy: 1) Video cameras used for legitimate instructional, research or creative purposes that are governed by other policies; 2) Non-affixed, portable video cameras used for news gathering or promotional purposes; 3) Campus Security Emergency use of video surveillance systems, either overtly or covertly, on a short-term basis for legitimate law enforcement, campus safety, or conduct purposes including but not limited to, the gathering of evidence for a criminal investigation, when approved by the Director of Campus Safety; 4) Video cameras, including webcams, may be used overtly for viewing and/or recording public images in public spaces for College purposes, including marketing and recruitment, employee training, athletic coaching, or public observation, e.g., construction sites. Images of activities in public spaces may be distributed electronically without notice to participants; and 5) Notification signage is not required for these purposes.

For more information, please review the Video Surveillance Policy on the Carroll College website.

# Student Policies and Services

## Accessibility for Students with Disabilities

### A. General Policy

Carroll College's policy and practice is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and state requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination on the basis of disability under any program or activity at the College. Individual students shall be provided reasonable accommodations in accordance with this policy, unless the accommodation would impose an undue hardship on the operation of the College's program or activity. Carroll College, through its Accessibility Services Office, will make the final determinations regarding all accommodations granted to a student.

### B. Definitions

1. A person with a disability is any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.
2. A qualified person with a disability is an individual with a disability who meets the academic and technical standards requisite to admission and participation in the College's educational program and activities.

### C. Admission Policy & Procedures

Information provided by an applicant during the admissions process concerning his or her disability shall be provided on a voluntary basis and shall be kept in accordance with state and federal laws regarding confidentiality. Information regarding a student's disability will be stored digitally. Hard copy documentation will be scanned into the student's accessibility file and then returned to the student.

#### 1. ACT and SAT scores

An indication by the College Board or the American College Testing Program that an applicant took the SAT or ACT under accommodated conditions shall not be used as the basis for discrimination. The scores received on such tests shall be treated the same as any un-accommodated scores. The College policy is to view non-standard testing conditions as necessary and reasonable accommodations

that have been afforded only after proper evaluation by SAT or ACT and that do not result in unfair advantage or inflated scores.

2. Requesting Accommodations for the Admission Process Applicants who need an accommodation for their disability during the admission process can contact the Director of Accessibility Services, and/or complete the online application.
3. Information on the Disability Retained in Applicant's File Written documentation regarding a disability, disclosed as part of the admission process, will be forwarded to the Director of Accessibility Services. It is the student's responsibility, however, to ensure that documentation is on file in the Accessibility Services office if accommodations will be requested. Information provided during the admission process does not constitute notification to the College for the purpose of requesting accommodations for classes, residential life, or other programs, unless that information was sent directly to the Director of Accessibility Services. Students must obtain an Accommodations Approval letter before accommodations will be implemented.

### D. Responsibilities of Students

#### 1. Identifying the Need for Accommodations

Students with disabilities who require accommodations must make those needs known to the Director of Accessibility Services. Students are responsible for making these needs known and for providing documentation. Students must be certain that their disability is clearly stated and that accommodations they intend to request are addressed within this documentation and that they have qualified for services at Carroll College.

Students who provide documentation should verify with the Director of Accessibility Services that documentation has been received and whether or not they qualify for services. Students who do not require accommodations need not make their disabilities known. Information on a student's disability and accommodations is treated as confidential information under applicable federal and state laws and college policies and is only provided to individuals on a need-to-know basis.

Faculty members who are informed of a student's disability are advised that this information is confidential. In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a request of the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request through the Director of Accessibility Services.

## 2. Accommodations

The College will provide reasonable accommodations to ensure that students with disabilities have access to all applicable or relevant services, programs and activities. Students should identify their needs as soon as possible to the Director of Accessibility Services through the online Accessibility Services Request to ensure that accommodations are approved and available when needed. If a student does not make requests in a timely manner these services may not be available on the first day of class. The Director of Accessibility Services will work with the student to notify faculty of their responsibilities for provision of accommodations and to assist in forming an open and collaborative relationship among the team that includes the student.

## 3. The Accommodations Process

See Accessibility Services webpage for accommodation  
See Accessibility Services Handbook for specific accommodation requests

All students must comply with federal, state, and city laws and Carroll College policies concerning alcohol use. The following behaviors are prohibited by Carroll College:

- a. Drunkenness and public intoxication, regardless of age.
- b. Underage possession, transportation, and consumption of alcohol before an individual's twenty-first (21) birthday.
- c. Drinking in the presence of individuals under the age of twenty-one while in Carroll College residence halls and campus apartments.
- d. Distribution/sale of an alcoholic beverage to any individual before the individual's twenty-first birthday.
- e. Driving under the influence of alcohol and/or another substance. Operation of a motor vehicle while impaired, or with a blood alcohol or breath alcohol level at or above the legal limit.
- f. Possession, use, provision, and/or distribution of kegs, mini kegs, beer balls, beer bong, or any other source of mass consumption of alcohol such as trash cans, tubs, or similar containers, when the action occurs on Carroll College premises, in the housing of any student group, or in connection with any College activity.
- g. Games of mass consumption are not permitted on Carroll College premises.

Students of legal drinking age (twenty-one years and older) may:

- a. Exercise the option to consume alcohol in a room where all guests present are of legal drinking age.
- b. Consume alcohol in their residence hall rooms or apartments, but not in lounges, hallways, common areas, or other unauthorized places (for example, on all College grounds, academic buildings, and locales of off-campus Carroll functions). Any alcohol in unauthorized situations will be confiscated and the individual(s) will be subject to disciplinary action.
- c. Transport alcohol in an enclosed container to their own room, or the room of another student of legal drinking age, where all assigned residents are 21 years of age or older.

Students are required to provide identification when requested by security or college staff. Failure to comply or leaving the scene of the incident without providing identification is cause for disciplinary action.

Students of legal drinking age may not provide alcohol to or consume alcohol in the residence hall room of a person under legal drinking age.

Visitors to Carroll College must comply with applicable laws and college policy regarding the use of alcohol. Responsibility to assure that a guest is of legal drinking age rests with the resident host(s).

Carroll College prohibits the use of alcohol in its vans, buses, and other college vehicles.

# Alcohol and Drug Policy

## Introduction and Purpose

Carroll College believes that individual choices involving the use of alcohol and drugs have an impact on both the individual and the community. National studies have found that alcohol and drug use is closely linked to:

- Sexual assault and misconduct.
- Declining academic performance.
- Violent crime.
- Substance abuse among college students.

For these reasons, the college's alcohol and drug policy demonstrates a strong ethic of care and establishes healthy standards for the community in relation to the responsible and legal use of alcohol and a campus environment free from the use or presence of illegal drugs. Furthermore, Carroll College students will be able to identify how the use of alcohol or drugs can impact their own educational experiences and the experiences of their communities.

Carroll College will intervene when inappropriate or illegal behavior regarding the use or abuse of alcohol or drugs is demonstrated. Students, whether of legal age or not, will be held responsible and accountable for their actions.

The Drug-Free Schools and Communities Act, [20 U.S.C. 1145g, (34 CFR Part 86)], requires institutions of higher education to enact policies for preventing the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees.

## College Regulations

### Alcohol:

**Drugs:****Statement of No Tolerance for Drug Activity**

Carroll College does not tolerate the illegal use of drugs, narcotics, or paraphernalia. The College also prohibits the use of marijuana, which remains illegal under federal regulations which apply to Carroll College as a recipient of federal aid and any illegal or misuse of prescription drugs. The college considers the use, possession, manufacture, distribution, or sale of illegal drugs, narcotics, or paraphernalia as detrimental to the welfare of the individual and to the health, security, and safety of the Carroll community. The college has a responsibility to maintain a safe and secure environment for students to pursue their educational goals free from the use or presence of illegal drugs. Additionally, federal and state drug abuse control laws are applicable to all members of the campus community. Violators of the college's Alcohol and Drug Policy will be encouraged to seek professional help when appropriate and will be subject to discipline under the Student Conduct Code which may result in sanctions, including expulsion from Carroll College.

All students must comply with federal, state, and city laws and ordinances and Carroll College policy concerning the use, possession, manufacture, distribution, or sale of drugs. Marijuana in any form remains a controlled substance under federal law and is also prohibited. In addition, Carroll College Prohibits the following:

- a. Possession or use of dangerous drugs including marijuana, illegal drugs, narcotics, or other intoxicating substances.
- b. The non-medical use of prescription drugs is not allowed on campus. Students' use of these drugs inappropriately such as to "get high," cram for exams, or to enhance sports performance is a violation of this policy. For more information and guidelines, please see the Prescriptions policy (insert link). Attendance at a gathering where marijuana, illegal drugs, narcotics, or dangerous substances are being used is a violation of college policy.
- c. Possession or use of drug paraphernalia such as bongs, pipes, vaporizers, and other e-devices, or blow tubes on the college campus.
- d. Visitors to Carroll College must comply with applicable laws and college policy regarding the use, possession, manufacture, distribution, or sale of drugs. Responsibility for the behavior of guests rests with the resident host(s).
- e. Carroll College prohibits the use of drugs in its vans, buses, and other College vehicles.
- f. The smell of marijuana in campus housing is disruptive to other residents living in the community and marijuana is prohibited by the college. Therefore, College staff will address rooms with the smell of marijuana and hold residents responsible.

**Sanctions**

Students who violate the College policy, city or state laws are subject to disciplinary action as a student under the Student Conduct Code; and may also be subject to criminal prosecution.

Student sanctions may include reprimand, probation, suspension, expulsion, and/or fines as well as referral to educational and/or treatment programs.

Criminal sanctions may include jail, probation, mandatory counseling and/or education, fines, and suspension or revocation of driving privileges.

Groups violating the Alcohol and Drug policy may be subject to a withdrawal of College recognition, support, and access to college services and facilities for the group.

Failure to complete sanctions assigned, or complete on time, may result in a \$200 fine posted to the student's account. Additional sanctions may be assigned and required to be completed in order to remain a Carroll student. Failure to complete sanctions may result in a hold on student accounts, and the inability to request transcripts or sign up for additional coursework.

A student who is distributing, selling, or manufacturing illegal drugs or narcotics may be subject to immediate dismissal without rebate or academic credit. Any information that comes to the attention of college authorities in regard to the trafficking of drugs will be communicated to law enforcement.

**Education Prevention and Treatment Programs**

Carroll College provides alcohol and drug abuse prevention education, counseling, and treatment programs to all degree seeking students, and non-degree students living in campus housing annually.

A student who is experiencing health issues associated with the use of alcohol or drugs may be required to undergo professional evaluation and treatment prior to reapplying for admission to complete their education.

The Wellness Center counseling services provide both counseling and referral services for employees and students. The counseling staff will provide information and confidential referral to drug and alcohol counseling and rehabilitation programs.

**ADA Complaint Policy and Process**

The Board of Trustees of Carroll College support the right of students with disabilities to have access to appropriate avenues for complaint when they believe their rights according to the Americans with Disabilities Act of 1990 (ADA) as amended, or Section 504 of the

Rehabilitation Act of 1973 as amended have been violated. The College has adopted this policy and the procedures below to address such alleged violations promptly and equitably.

## Americans with Disabilities Act (ADA) Student Complaint Process

The following rules are constructed to protect the substantive rights of interested people, meet appropriate due process standards, and assure that Carroll College complies with Section 504 and the ADA and their implementing regulations. Any accommodations or services already granted to the student will remain in place throughout the complaint process and any subsequent appeal. The student's right to pursue other remedies, such as filing an ADA or Section 504 complaint with an appropriate state or federal agency or department, shall not be impaired by the internal complaint procedures of the college. Likewise, the student's right to a prompt, equitable internal resolution of the complaint filed under these rules shall not be impaired by the student's pursuit of an external remedy.

### A. Informal Complaint Procedures

The informal complaint procedure is a verbal process a student may, but is not required to, engage in. In order to be timely and to ensure appropriate accommodations are in place as early as possible, it is recommended that an informal complaint is initiated as close as possible to the time the alleged discrimination is detected by the student by scheduling a meeting with the Director of Accessibility Services to discuss the discrimination that the student has experienced. The Director of Accessibility Services will begin working with pertinent faculty and/or staff to resolve the complaint within 10 business days. A written record of the complaint and resolution will be filed in the Accessibility Services Office.

The Americans with Disabilities Act (ADA) prohibits discrimination against people with disabilities in public accommodations, commercial facilities and private businesses that are open to the public. Any Carroll College student who believes that he or she has been denied access a Carroll program, or have been discriminated against based on your disability, may also file a confidential complaint using the Incident Reporting Form linked here.

Your complaint will be investigated and you will be contacted with the results, or how to further proceed. This form and process are designed to provide you with the opportunity to quickly and effectively resolve any issue(s) as they relate to the ADA and Carroll College. The College has adopted this policy and the procedure to address such alleged violations promptly and equitably.

Students may discuss any complaint they have with the individual instructor or employee that is responsible for the

program or class in which the student believes the alleged discrimination occurred or is occurring. Most misunderstandings and problems can be resolved in this manner.

### B. Formal Complaint Procedure

If the complainant has been unable to resolve the complaint or problem using the Informal Complaint Procedure, or decides to move straight to a formal complaint, the complainant may proceed with the following:

1. The Formal Complaint Procedure begins with a written statement, which must be filed within thirty (30) calendar days after a failure to resolve the complaint informally. If the complainant elects not to use the Informal Complaint Procedure, the Formal Complaint Procedure should be initiated by the student as close as possible to the time the alleged discrimination is detected by the student, and no later than thirty (30) calendar days after the end of the semester the discrimination took place.
2. The written statement from the complainant to the Director of Accessibility Services shall contain the following:
  - a. A description of the alleged events and action(s) of all parties involved
  - b. The date(s) of the alleged occurrence(s)
  - c. Solutions which were proposed and why they were unacceptable
  - d. Detailed description of the remedy sought
  - e. The complaint should be addressed to:

Carroll College Director of Accessibility Services  
Office of the Dean of Students  
Borromeo Hall, Carroll College

3. In reviewing the complaint, the ADA Coordinator shall request written statements from the respondent or anyone else directly involved. These individuals have five (5) working days to submit any statements they wish to be considered. The ADA Coordinator has the right to request and collect additional relevant information as needed. A decision of the findings will be sent to the complainant in an accessible format and respondent within ten (10) working days of the receipt of submitted and requested information.
4. The ADA Coordinator will maintain files and records of the complaint.
5. The decision of the ADA Coordinator is final as pertains to this complaint process.

### C. Waivers



Any step of this complaint policy, and the time frames in the procedure, may be waived upon written agreements of all parties. The written agreement shall become a permanent part of the complaint file.

#### D. Confidentiality

All information and discussion of the case is confidential and must remain within the parties to the complaint.

#### E. External Agencies

Complaints regarding discrimination on the basis of a disability may be resolved through the college. However, an aggrieved individual also has the right to file a complaint with and/or seek additional information from one or more of the following:

Montana Human Rights Bureau  
P.O. Box 1728  
Helena, MT 59624  
(406) 444-4356  
(800) 542-0807

US Department of Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section - 1425 NYAV  
Washington, DC 20530

Office for Civil Rights, Seattle Office  
U.S. Department of Education  
915 Second Ave., Room 3310  
Seattle, WA 98174-1099

## Dining Services

1. Students must present a valid ID upon entering the dining room. Students will not be served without their ID card. ID cards are not transferable.
2. Food is not allowed to be carried out of the dining room.
3. Students may make an unlimited number of trips through the service line. Students are asked to take one entrée at a time to reduce food waste.
4. Students are asked to keep the dining room environment peaceful by respecting furniture and equipment and by not participating in inappropriate behavior.
5. Shirts and shoes must be worn when in the dining room.
6. A sack lunch and dinner-to-go program is available to any student who will miss a scheduled meal because of an official college function or off-campus employment conflict. Sack lunch request forms are available at the Sodexo office in the Campus Center.
7. Special diets are available to students upon request. See the General Manager of Sodexo for more information.

8. Daily menu selections are posted on-line and at the entrance to the dining room.
9. In the event a student is ill and is confined to his/her room, a sick tray is available. Sick tray requests must be made with the food service manager either by phone or email giving a friend, roommate, or RA the permission to pick up their meal with their ID card. The student's ID should be sent with the approved person to the Carroll Dining Services.

## Equal Opportunity and Non-Discrimination

This procedure may be used when a faculty, staff, or student believes there has been a violation of Carroll College's Equal Opportunity Policy (including discrimination or harassment based on a protected class, sexual misconduct, or retaliation) or other equal opportunity laws by a faculty, staff member, student, or vendor or other non-employee. The procedure also addresses complaints or reports of retaliation against those who have opposed practices prohibited under Carroll's Equal Opportunity and Non-Discrimination Policy, those who have filed complaints or reports under this policy, and those who have testified or otherwise participated in enforcement of this policy or Carroll's Equal Opportunity and Non-Discrimination Policy.

### Equal Opportunity and Non-Discrimination Policy

### Equal Opportunity and Non-Discrimination Grievance Procedure

## Family Educational Rights and Privacy Act of 1974 as Amended

The Family Educational Rights and Privacy Act (FERPA) (20 USC Section 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Additional information about FERPA is available online at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## Films, Public Showings

Students, staff and faculty interested in showing a film on campus, even for educational purposes, must obtain a license for a public showing of the film by contacting the film's licensor. The license grants permission to show a film at an agreed-upon place, date and time. The licensor may charge a fee or negotiate a no-fee arrangement based on the purpose, promotion and admission charge, if any, of the film event. The Office of Marketing and Communications can assist in identifying the licensor to contact for permission to show a specific film. This policy applies to films that individuals have rented, borrowed or purchased for personal use. A copy of the license must be

provided to the Office of Conferencing and Events in order to secure a classroom, auditorium, lounge or any common area or public space at Carroll College for a film showing.

## Hate or Bias Incidents

Carroll College recognizes the uniqueness and dignity of the human person and the religious and moral values implied in one's relationship to God, self and others. In full support of the Carroll College Mission Statement, this policy on hate or bias incidents is designed to help protect the community from actions that undermine the college's mission and to provide assistance and support for those who have been targeted.

Students found in violation of the Carroll Code of Student Conduct for an incident in which hate/bias is a factor can be further sanctioned. The sanctions may be enhanced or increased in severity when it is found that the student has intentionally selected the person or persons against whom the underlying violation was committed, or selected the property which was damaged, or violated other provisions of the Carroll Code because of the person's age, national origin, race, color, sex, physical or mental disability, religion, creed, marital status, gender identity, or sexual orientation. Whether intent is present in the violation shall be determined by consideration of all the relevant circumstances.

## Housing and Meal Requirement

As part of Carroll College's commitment to being a uniquely engaged residential learning community, students will be expected to live in campus housing as part of their education. Research has shown that students who live on campus have higher academic performance, greater participation in campus activities, closer relationships with faculty and staff, greater satisfaction with their college education, and utilize the overall resources of the college at a higher level than students who do not live on campus. The education of students is significantly enhanced by the connection of learning in and out of the classroom. The value of living in a community and the relationships developed from a residential experience has a lifelong impact on the student.

Living on campus is an integral part of the education experience at Carroll College. All students are required to live on campus for the first six semesters and are encouraged to live on campus for their entire campus experience. The only exceptions are:

- Students age 21 and older (must be 21 on the first day of the academic term).
- Married students.
- Students with Dependents.
- If the student delayed enrollment in college by three or more years beyond high school graduation.
- Extreme financial hardship as evidenced from the student's Free Application for Federal Student Aid (FAFSA) report.

- A medical condition that Carroll College is not able to accommodate evidenced by the medical case file and a letter from a physician. This exception must also be confirmed as an accommodation through Student Accessibility Services.
- Helena Area Resident who has graduated from a high school within 30 miles of Carroll College.

All students approved for exception must hold a Block 50 Meal Plan, whereas all students residing in the campus residence halls must have and Anytime Dining meal plan at the College.

Exception requests must be submitted no later than 1 week prior to the start of classes. Exception requests submitted after the start of a student's occupancy will not be accepted. The application process can be found at: [Application for Exception to the Campus Housing and Meal Plan.](#)

An accessibility request for Residential Housing must be submitted to [Accommodations Request Form.](#)

An accessibility request for Dining and Meal Plans must be submitted to [Food Allergy, Special Diet, and Nutrition Accommodation Form.](#)

## Identification Cards

Students are required to carry their Carroll ID Card with them at all times. ID cards are issued to all new full-time and part-time students at registration.

The ID grants entry to the students residential room (if living on campus), admission to student activities on campus, the Hunthausen Activity Center, use of the PE Center, and free admission to all regular season home athletic games. It is also helpful in doing business in the Helena community when some identification is required. A student must show proper identification when asked by any College official. Failure to produce proper identification may result in the person's removal from campus in addition to possible disciplinary sanctions.

**A lost card should immediately be reported to the Residential Life and Housing Office** at 406-447-4532 or by visiting Borromeo Hall, room 102. A replacement card can be obtained at the Residential Life and Housing Office, Borromeo Hall, room 102, for a \$15 replacement fee.

## Immunizations

### Health and Immunization Requirements for Full-Time Students:

All full-time students are required to submit a completed health form and validated immunization record to the Carroll College Wellness Center. You can fill out the immunization and health form on MyCarroll under the *Students* section. ***Be sure to upload your immunization record, signed by a medical provider.***

## Required Immunizations:

Proof of the following immunizations is required for all students born after 1957. Students born in or before 1957 must provide either documentation of having had the disease(s) or a positive antibody titer to verify immunity.

- **Meningitis vaccine** (Menactra or Menveo) within the past 5 years
- **Tetanus vaccine** (Tdap or Td booster) within the past 10 years
- **Two MMR (Measles, Mumps, Rubella) vaccinations**
- **Polio vaccine series**
- **PPD (Tuberculosis skin test)** within one year of attendance – Required only for Nursing students or for students who answer “Yes” to any question on the TB Screening Form within the Student Immunization Form

## Religious Exemptions:

Students requesting a religious exemption must submit a **notarized Religious Exemption Form** from their home state to the Wellness Center at the beginning of **every academic year**.

## Strongly Recommended Immunizations:

Carroll College strongly encourages students to receive the following immunizations:

- COVID-19 (vaccinations and boosters)
- Hepatitis B vaccine (three-dose series)
- Annual flu vaccine
- Pneumococcal vaccine
- Varicella (chickenpox) vaccine

# International Student Policies

International Students are assigned a secondary advisor from the Global Learning Office to help them navigate their educational experience at Carroll and ensure they remain in compliance with the regulations governing their student visas, as noted below.

## Maintaining F-1/J-1 Status SEVIS

SEVIS stands for “Student & Exchange Visitor Information System” and is a database used by the U.S. Department of Homeland Security to track international students and visitors in F-1, J-1 or M-1 status. The Global Learning Office (GLO) uses this database to update your student status each semester. It is imperative that the student inform the Global Learning Office whenever their situation changes. If the GLO is unable to verify the students status, they may have to terminate the students record within SEVIS. If this happens, the student will have to apply for reinstatement or leave the country and come back in with a new I-20 or DS-2019.

## Course Load

The student must register for and complete a minimum of 12 credits per semester. The only exceptions to this are when the student needs fewer than 12 credits to complete their program that semester, or if they request and are granted permission from the Global Learning Office in advance. The student must request and obtain permission from the Global Learning Office before they withdraw (officially or unofficially). If the student drops below 12 credits, they will be out of status. One on-line or distance education class may count for up to three credits towards the full course of study.

## Transferring or Taking Courses from a Different School

A student who wishes to take courses temporarily at a different school must consult with the Global Learning Office to determine if any procedures must be followed to authorize the study. To transfer to a different school, the student must follow proper transfer procedures and consult with the Global Learning Office prior to transferring out of Carroll College.

## Changing Major

The student must inform the Global Learning Office of any change in their major (s) or minor (s) status and request a new I-20.

## Change of Address, Name, Phone Number

The student must report any change of address, name and phone number to the Global Learning Office within ten days of the change.

## International Student Employment On-campus Employment

The student may be employed at Carroll College in any job on campus. The student may not accept on-campus employment without prior written clearance from the Global Learning Office and Career Services.

## Social Security Number

Prior to employment the student will need to apply for a social security number. The Global Learning Office will provide verification of legal status for employment purposes and assistance to obtain a US Social Security Number.

## Off-campus Employment

With appropriate authorization from Career Services, students may work off campus. For both F-1 and M-1 students any off-campus training employment must be related to their area of study and must be authorized prior to starting any work by the Designated School Official. There are several types of authorization as outlined below.

## F1 Students Only: Economic Hardship Work Authorization

If there is an unforeseen change in the students financial situation they may be eligible to apply for a Severe Economic Hardship Work Authorization from the USCIS. The student must have completed at least one academic year of schooling before they can apply. See Career Services for more information.

## Practical Training (CPT/OPT) or Academic Training

Curricular Practical Training (CPT) is work which is directly related to the students field of study. Most F-1 students are eligible to apply for Curricular Practical Training (CPT) before completion of studies, and/or Optional Practical Training (OPT) during or after a program of study. The student may request 12 months of OPT at each program level (Associate's, Bachelor's, Master's, or PhD).

Please note: OPT after completion of studies must be requested before they complete their studies. The best time to complete this request is typically 6-8 weeks prior to expected graduation.

J-1 degree seeking students may apply for academic training to be done following their academic program. The program sponsor must approve this well in advance of the program completion date. The student should consult their program sponsor within 90 days of the completion of their program if they are interested in applying for academic training.

**Important Note:** On-campus and off-campus employment must not exceed 20 hours per week while school is in session, but may be full-time when school is not in session or during your annual vacation period (off-track).

## International Travel

Carroll College recognizes the importance of providing its graduates with opportunities to develop global and multicultural understanding. The College must balance the educational value of participation in international activities with the potential risks of international travel in a comprehensive and consistent manner. Carroll College seeks to provide resources to assist students, faculty and staff in preparing for safe and successful international travel and this policy is intended to promote the health, safety, and security of all members of the Carroll community while traveling abroad for Carroll-related activities. International Travel includes study abroad, volunteering and/or internships abroad, and international travel with Carroll College departments or approved student organizations.

### International Travel Registry

All faculty-led leaders must register their group with the U.S. Department of State Smart Traveler Enrollment Program (STEP) prior to departure. All Carroll College employees must register themselves with the STEP program prior to departure when traveling internationally on behalf of Carroll College business.

### Travel Warnings

Carroll College does not sponsor programs or travel to countries that have US Dept. of State travel warning of a three (3) unless approved by the administration. The VPAA will make the final decision on whether or not faculty-led programs proceed should the travel warning change in the planning stages.

If a travel warning of 3 is issued while a Carroll College program is in country, the Carroll College crisis management team will be convened to make recommendations for the faculty-member(s) and the students who are abroad.

Carroll College does not sponsor programs to countries that have US Dept of State travel warning of a four (4).

### Eligibility

Students who wish to participate in an international program sponsored by Carroll College must be in good standing with:

- Academics: Minimum GPA of 2.5. Not currently on an academic recovery plan.
- Student Life: No community living concerns, as documented by the Director of Residential Life & Housing
- Business Office: No outstanding debt to Carroll College.

### Physical and Mental Health

The Participant understands that travel as part of the program may require special visa arrangements, health precautions and vaccinations and other medical preparation, and the Participant is required to make all preparations necessary to safeguard his/her health and comply with all recommended precautions pertaining to his/her health and safety. In this regard, the Participant acknowledges that (s)he has had the opportunity to seek medical advice and will follow the medical advice (s)he has received. The Participant also must certify that (s)he is in sound physical and mental health at the time of application and expects to be in sound mental and physical health during the entirety of the time when traveling with the Program. All Carroll College students who intend to travel internationally must be approved to participate by a medical provider. See the Carroll College "Self-Care Expectations, Self-Destructive and Threatening Behavior" policy for specific information regarding mental health issues, details regarding the college's policy regarding students who may potentially be harmful to themselves or others, and the possibility of "suspension from participating in curricular, co-curricular, and extra-curricular activities which may include study abroad, service trip..." The Participant must further certify that (s)he has informed the College of any pre-existing health concerns, insect, food or medication allergies, and will bring appropriate medication to treat these conditions. The Participant understands that the College assumes no responsibility for health care expenses incurred either abroad or in the U.S. prior to, during, or after the Program's completion. The Participant further must certify that (s)he has obtained all immunizations and malaria prophylaxis (if applicable) as recommended by the County Health Department, the U.S. Centers for Disease Control, and the World Health Organization. Immunizations for international travel will not be waived for any reason.



## Program Descriptions, Materials, and Orientation Programs

If students are participating in a study abroad program, offered by the Global Education Office, the student understands that the program is generally described in the literature provided. It is understood and agreed that the information contained in this literature is descriptive only and may be changed from time to time by the College or the Program. The College reserves the right to make changes to the Program at any time and for any reason, with or without notice, and the College shall not be liable to the Participant because of any such change. The College reserves the right, in its sole discretion, to cancel the Program or any aspect thereof either prior to or after departure, and in the case of cancellation after departure, to require that all Participants return to the United States if the College determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued. The College will supply pre-departure materials, and provide mandatory pre-departure orientation programs. Before the Participant may travel internationally for Carroll related activities, (s)he must read, understand, and participate in all pre-departure materials and activities.

## Tuition, Fees and Financial Implications

The Participant agrees to pay all applicable fees and tuition for his/her participation in the Program. The Participant shall not be allowed to participate in the Program until all fees and tuition are paid, or until payment arrangements have been made. Unless otherwise a part of the Program, the Participant shall make all travel arrangements and shall be responsible for payment of all travel expenses and for any losses or additional expenses due to the delay or failure of any transportation. If delays due to weather, flight schedules or other uncontrollable factors require that that Participant spend additional nights, the College will not be responsible for the Participant's hotel, transfers, meal costs or other expenses unless the delays occur during the scheduled dates of a faculty-led program. In the case of non-faculty-led programs, the Participant understands that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program.

## Independent Travel Outside the Program

Neither the college nor the host organization is responsible for injury or loss the Participant may suffer when (s)he is traveling independently or otherwise separated or absent from any host or College sponsored activities. If the Participant becomes separated from the Program group, fails to meet a departure bus, airplane or train, or becomes sick or injured, (s)he will at his/her own expense, seek out, contact, and reach the Program group at its next available destination. Any independent activity or travel in which the Participant chooses to become involved outside of the Program will be at the expense and risk of the Participant. The College has no involvement in selecting the staff, route, schedule, transportation,

facilities or equipment for activities that take place during unscheduled time. Participants should consider these factors carefully before deciding to become involved in any activity or travel outside the Program schedule. The College staff members may, from time to time, provide Participants with information regarding certain activities or travel destinations. In no way does this represent the College endorsement of those activities or destinations. The College staff members who participate in any activities during unscheduled time do so as private individuals, not as representatives of the College.

## Laws, Rules, Regulations and Standards of Conduct

The Participant is responsible to research, understand and comply with all rules, regulations and standards of conduct established by the Faculty Leader(s) and/or Host Organization, the Program, and the College, as well as the laws of the jurisdiction in which the Host Organization or Program is located. It is understood that violation of applicable rules, regulations, standards of conduct and/or laws may result in disciplinary action, including suspension or expulsion from the Host Organization and/or the College. In the event that a violation results in suspension from the Program, the College shall have no obligation to refund any applicable tuition or fees nor shall the College be obligated to pay any expenses that the Participant may incur as a consequence of the disciplinary action. The Participant understands that (s)he is acting as a representative of the College while participating in the Program or attending the Host Organization and as such any violations of rules, regulations and standards of conduct which result in disciplinary actions in the host country, at the Host Organization or Program damages the College's reputation. In such instances, therefore, the College reserves the right to undertake its own investigation and possibly take further disciplinary action against the Participant. In the case of Participants studying on a non-faculty led program, the Participant understands and agrees: (1) that the College and Host Institution are distinct and separate entities; (2) that the College and the Host Institution are not partners nor co-venturers; and (3) that the Host Institution employees and/or agents are not the employees and/or agents of the College. Accordingly, it is understood and agreed that the acts of the Host Institution with respect to the suspension and/or expulsion of the Participant from the Program are not the acts of the College, and Library Use | College Policies 33 that State and/or United States Federal law regarding the rights of the Participant to notice, a hearing prior to suspension and expulsion from the Program, and/or appeal are not binding on the Host Institution. The Participant understands and agrees that the College reserves the right to impose disciplinary action on the Participant for acts committed while participating in the Program which would otherwise be a violation of the College's Code of Student Conduct. The Participant understands that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. The Participant will be responsible for learning, and will abide by, all such laws and standards for each country to or through which (s)he will travel during the Program, as well as with the procedures for obtaining emergency health and law enforcement services in the location(s) (s)he will visit.



The Participant will attend to any legal problems (s)he encounters with any foreign nations or governments of the host country. The College is not responsible for providing any assistance under such circumstances.

## Health and Travel Insurance Requirements

The College requires the Participant to purchase travel insurance. The Participant agrees that the College shall not be liable for the loss, damage, destruction or theft of the Participant's luggage or personal belongings, or for any other injury, loss, damage, accident, delay or expense arising out of any such matters. It is recommended that your required travel insurance cover trip interruption, lost luggage, repatriation of remains and emergency evacuation coverage of at least \$50,000. The Participant is required to have Health Insurance, for the duration of his/her stay outside the United States, that provides, at a minimum, coverage for emergency medical care and treatment, hospitalization, and physician charges in the country where the Host Institution/Program is located. The Participant must provide proof of adequate insurance to the Global Learning Office before travel will be approved. The Participant assumes responsibility for medical insurance, medical treatment, and the costs of such treatment while participating in the Program. The College encourages Participants to include insurance coverage for Emergency Medical Evacuation coverage of at least \$50,000.

## Involuntary Medical Withdrawal Policy

### I. Introduction

Carroll College strives to foster a learning environment that enables students to participate fully in academic life. Carroll College is committed to the safety, health and well-being of the campus community. Therefore, on those occasions when a student may experience situations that significantly limit their ability to function successfully or safely in their role as students; when a student may have an illness, injury, or psychological condition that impairs their ability to function successfully or safely in their role as a student or community member; and/or the level of care required by the student exceeds the resources available at Carroll College, a medical withdrawal may be necessary. Students who are subject to an involuntary withdrawal re-enroll in Carroll College when they are more able to achieve their educational goals.

As an alternative to invoking this policy, the College will encourage and permit a student to voluntarily withdraw (although restrictions or conditions for return to the College may be imposed).

### II. Involuntary Medical Withdrawal

The Dean of Students may require a student to withdraw if

current knowledge about the individual's medical condition and/or the best available objective evidence indicates that a student:

- A. presents a substantial risk of harm to self and/or others;
- B. is failing to carry out substantial self-care obligations;
- C. significantly disrupts the educational and/or other activities of the Carroll College community;
- D. is unable to participate meaningfully in educational activities; and/or
- E. requires a level of care from the College community that exceeds the resources Carroll College can reasonably be expected to provide for a student's well-being.

An involuntary withdrawal will be invoked only after determining that there are no reasonable accommodations that would permit the student to continue to participate in the campus community.

### III. Individualized Assessment and Written Decision

- A. Where appropriate and feasible, the Dean of Students (or designee) will meet with the student and notify the student, in writing, that an involuntary withdrawal under this policy is being considered with a statement of concerns that cause the Dean of Students (or designee) to consider this action. In situations involving an imminent or ongoing threat to the student or Carroll College community, it may be appropriate for the Dean of Students (or designee) to require the student to be away from the campus while the individualized assessment and review are taking place. Students are expected to cooperate in the assessment.
- B. The College may require a mental or physical evaluation from an appropriately trained and certified clinician who is not associated with the College nor related to the student if the Dean of Students (or designee) believes such an evaluation of the student will facilitate a more informed decision. Students are expected, if necessary, to sign a release of information to facilitate discussions between the College and the clinician conducting an evaluation.
- C. The Dean of Students may consider relevant documentation made available to them and may confer with individuals who have relevant information about whether withdrawal under this policy is appropriate for a particular student.
- D. The student will have the opportunity to respond to the concerns in writing, in person or over the telephone to the Dean of Students.
- E. Although the Dean of Students may confer with others, the decision to impose involuntary medical withdrawal is ultimately the decision of Dean of Students. The Dean of Students must provide written notice of the decision to the student.

1. If involuntary withdrawal is imposed, the written decision must address a) a timeframe when the student could be eligible to re-enroll; and b) the conditions the student will need to satisfy to be eligible for re-enrollment. If a involuntary withdrawal is not imposed, the Dean of Students may require conditions for the student's continued enrollment at Carroll College. These conditions will be put in writing.

Unless the letter from the Dean of Students states otherwise, the imposition of an involuntary withdrawal under this policy is effective immediately upon issuance of the letter and delivery to the student either in person or through the Carroll College student email account.

- F. All reviews under this policy should be done in a reasonably timely manner. Where students have been asked to remain off campus while the review is underway, every effort will be made by the Dean of Students to reach a decision within 7 business days, provided the student responds timely to requests for information and evaluation.

#### IV. Appeal Process

A student subject to involuntarily withdrawn has three (3) business days from receipt of the letter from the Dean of Students to file an appeal of the decision with the Vice President for Student Engagement and Mission Integration. The appeal may relate to the withdrawal decision itself and/or the conditions imposed to remain or to return. The review of the appeal will be completed within five (5) business days and will address the following:

1. Were the proper facts and criteria used to make the decision? Were improper or extraneous facts or criteria used that substantially affected the decision to the detriment of the student?
2. Were there any procedural irregularities that substantially affected the outcome of the matter to the detriment of the student?
3. Given the proper facts, criteria and procedures, was the withdrawal an appropriate outcome?

The Vice President for Student Engagement and Mission Integration may uphold the Dean of Student's decision without any modifications; modify the Dean of Student's decision; overturn the Dean of Student's decision; or return the decision to the Dean of Students for further review.

If the decision is overturned, the Vice President for Student Engagement and Mission Integration may impose conditions for the student's continued enrollment at Carroll College.

#### V. Association with the College

Students withdrawn under this policy are not permitted to be present on campus and are not permitted to engage in any College-related activities, unless expressly permitted by the Dean of Students in writing.

#### VI. Re-enrollment in the College

Except in extraordinary circumstances, a student will not be permitted to re-enroll in the College until the period specified in the Dean of Student's letter has elapsed and the conditions for return have been satisfied.

To be eligible for re-enrollment, the student must make a written request to the Dean of Students to return to the College at least 45 days prior to the start of the semester in which the student wishes to return. The request must include evidence that the conditions for return to the College have been satisfied (or will be satisfied by the start of the date of return).

A medical and/or mental health professional clinician's recommendation does not guarantee a student's right to return to the College. The Dean of Students and Registrar will consider relevant documentation made available to them and may confer with individuals who have relevant information about whether a return to the College is appropriate at this time. The Dean of Students may require further evaluation of the student to determine readiness to return. The college may allow readmission subject to certain conditions and limitations.

If the Dean of Students is not satisfied that the student is ready to return, the Dean of Students will notify the student in writing of the decision, including the reason for the decision. A student not permitted to return or permitted to return with conditions that are unacceptable to the student may appeal the decision under Section IV above.

#### VII. Application of other College Policies and Processes

- A. An involuntary withdrawal is an administrative process; it is not a disciplinary process. It is possible that conduct leading to an involuntary withdrawal under this policy may also be subject to review under the College's disciplinary process. Nothing in this policy limits the authority of the College to impose discipline for violations of the Student Conduct Code.
- B. Nothing in this policy limits the power of the President to take administrative action to ensure the safety of the community.
- C. Nothing in this policy relieves a student of financial obligations to the College that were in place at the time an involuntary withdrawal was imposed.

#### VIII. Academic Considerations

When a student is withdrawn after the beginning of the

semester, courses in which the student was enrolled after the drop deadline appear on the student's transcript as a "W" (withdrew) or "I" (incomplete) as determined by the Registrar.

#### IX. **Housing**

Students assigned to a campus residence are no longer eligible to live in campus housing upon the imposition of an involuntary withdrawal. The Residential Life and Housing staff will work cooperatively with the student to make arrangements for the departure from campus housing.

## New Student Orientation

Students are required to attend New Student Orientation in their first semester of attendance at Carroll College. New Student Orientation programs are held at the beginning of each semester for the purpose of connecting new students to the programs, resources and community of Carroll College.

New Student Orientation for the fall semester is a multi-day program that includes academic convocations, academic advising, meetings with faculty and staff, social events, parent programs, residence hall activities, and opportunities for outdoor excursions activities. New Student Orientation for the spring semester is conducted in one day and focuses on mid-year transitions to college and academic life.

## Outdoor Recreation and Club Sports Injuries

Carroll College provides many opportunities for outdoor recreation and for club sports events. Carroll College's insurance does not cover injuries sustained during outdoor recreation activities, club sport events, and other sports activities. By participating in such activities, students assume the risk of participation that is inherent in many of these activities. Students who have questions about the risk involved in any recreational activity should check with the Director of Campus Recreation.

## Records, Student

Carroll maintains records for each student that include name; address; student ID number; information on parents, guardian and spouse; general information on academic status at the college; previous school data; results of standardized admissions, examinations, and courses previously taken or being taken; credits; and grades. Applicants for financial aid have an additional file established holding these records.

## Student Events with Alcohol

Carroll College does not allow any student, student organization, academic department, or administrative department to sponsor events that serve alcohol to students. Included in this ban is reserving tailgate spaces at the PE Center. Exceptions to this policy include the

college president's toast to graduating seniors, the Gala dinner, Junior/Senior Banquet, and the Etiquette Dinner. Requests for exceptions to this policy must be made in writing to the Dean of Students.

## Saints Success Center

Carroll offers a wide range of academic support services so students can achieve their full academic potential. Many academic services are located in 1st East Borromeo Hall in the Saints Success Center which includes the offices of Academic Support and Retention, Accessibility Services, Career Services, Global Learning, Special Populations Advising, and the Testing Center.

### Academic Advising and Support

The Academic Support & Advising (ASA) Office supports the intentional and collaborative partnership between advisors and students, the focus of which is to help students create and realize their long-term educational, professional, and personal goals, and develop critical skills that will support a lifetime of learning. In addition to academic advising information, support, training and resources, the ASA Office also provides a variety of services offered at no additional charge to all Carroll students, including academic counseling, academic resource plan development, study skills workshops, and College Success classes. Through direct services, communication, and referrals, ASA helps students build strong working relationships with faculty, as well as with staff in other student-service and administrative offices.

First Year Cohort (FYC) courses serve as a critical component to achieving our goals in academic advising. Every first-year student takes an FYC designated course in their first semester at Carroll. The professor of each FYC course serves as the academic advisor for the enrolled students. This teacher/student relationship serves as the backbone of the advisor/advisee relationship. First-year students transition to department advisors during the Spring semester before pre-registration for the upcoming Fall semester. All students are encouraged to consult with their advisors at least twice each academic semester. Students should meet with their advisors any time they have questions about their academic performance or progress. The advisor will help students develop an academic program and direct them to other college resources whenever appropriate.

### Accessibility Services

The purpose of the Accessibility Services office is to create equal access for students with disabilities to the full college experience in and out of the classroom. In order to ensure that students with disabilities can experience and enjoy equal access throughout their college career, faculty, staff, and administrators are provided with guidance and training regarding their specific roles.

The Director of Accessibility Services arranges for services for students who, due to disability, face an extraordinary challenge to their learning processes or otherwise to their ability to enjoy the full

college experience. An appropriately accommodated student will face the same academic standards as any other student and will otherwise be treated as any other student is treated.

More information about the accessibility services offered at Carroll can be found online at <https://www.carroll.edu/about-carroll/accessibility-policies-procedures/accessibility>.

The college's policy on Accessibility for Students with Disabilities is found in the Student Handbook.

### Career Services

Career Services staff assists students in developing, evaluating and implementing career and life planning. These services support a process of self-assessment to clarify personal and career-related goals, values, and interests. Students learn how to obtain occupational information, to explore the full range of employment opportunities or graduate study, and to present themselves effectively as candidates for employment. Our mission is to empower students to follow passion, realize potential, and pursue lives of purpose.

Career development programs are offered in group sessions using career assessment instruments in workshops and in-class presentations. Freshmen and sophomore students unclear about their plans can take a one-credit career decision-making course to assist them in creating an effective career plan. Experiential education, through internships and shadowing, are important components of one's education, and students are encouraged to incorporate these experiences into their educational plans.

Juniors and seniors can take a one-credit job search preparation course to prepare for entering the job market. Career Services also offers a collection of online materials, including occupational and job market information, internship information, and graduate school resources. Career Services maintains an extensive web page that covers all aspects of career development and job search.

Career Services staff assists students in preparing for and locating appropriate internships and experiential education connected to their academic majors and to develop learning objectives consistent with their career goals. Students can take advantage of opportunities in Helena, throughout Montana, across the U.S., as well as internationally.

Credential services are offered through Interfolio to Education seniors and alumni to assist in processing employment applications.

Career Services sponsors a variety of on-campus workshops, special events, a career and graduate school fair, and individual appointments throughout the year to help promote students' career development and job readiness.

### Global Learning and International Student Support

Our Global Learning Office provides over 150 exchange programs that allow students to study abroad for a semester or a year in exchange for an international student coming to our campus. Carroll College also offers semester and summer study abroad experiences as well as faculty-led travel seminars to various destinations each year. This wide variety of options makes study abroad possible for most students, regardless of major. We also encourage students to consider other types of high-impact, international experiences outside the classroom, including service learning, undergraduate research and internships.

The Director of Global Education serves as a key advisor and advocate for our international student community. This role involves orienting, supporting, and assisting students with various aspects such as cultural adjustment, visa compliance, employment opportunities, campus resources, and more.

### Veteran Services

Carroll College is dedicated to providing its veteran student population with the highest quality education, and the assistance and guidance necessary to promote the veteran student's growth, independence, self-worth and potential, in an effort to secure the veteran students' future through education. Additionally, the Office of Academic Support & Retention is available to assist all students using VA educational benefits with academic advising and planning, registration questions, class concerns, transition issues, and benefit questions. The Office of Academic Support & Retention works closely with the Director of Accessibility Services, to ensure that students with documented disabilities receive appropriate accommodations.

## Student Life Departments

The departments in Student Life include Campus Recreation and the Hunthausen Activity Center, Residential Life and Housing, Student Activities and Leadership, and the Wellness Center/Counseling and Health Services.

### Campus Recreation and Hunthausen Activity Center

Campus Recreation and the Hunthausen Activity Center (HAC) provides students with the opportunity to engage in recreation, fitness, intramurals and outdoor programming. The facility consists of a climbing tower, bouldering wall, outdoor recreation center, multi-purpose exercise rooms, gymnasium, cardiovascular equipment and weight equipment. The purpose of the center is to promote the health and wellness of Carroll College students and employees.

Hunthausen Activity Center is managed by the Director of Campus Recreation who provides leadership opportunities for student employees to supervise facilities and programming. Building managers, desk workers, fitness instructors, intramural officials and Carroll Adventures and Mountaineering Program (CAMP) leaders will



gain valuable employment experience in the operation of the Hunthausen Activity Center. Students will benefit from educational programming on outdoor recreation which will be supplemented by CAMP hiking, backpacking, and camping trips.

Carroll employees (full time), spouses and retired employees have the opportunity to use the Hunthausen Activity Center. The intent is to promote the sense of community between Carroll College students, staff and faculty through the use of a common recreation and fitness facility.

The rules, policies and procedures for the building can be found on the Hunthausen Activity Center web page. It is expected that all who use the building are familiar with the policies and procedures outlined at <https://www.carroll.edu/hunthausen-activity-center/policies-procedures>.

## Residential Life and Housing

Residential Life and Housing staff assists students in learning how to live in community on a residential campus. The friendships and life experiences developed by living on campus provide students with many unexpected benefits that positively impact the academic, occupational, recreational, spiritual, mental, and emotional maturity of students. Students learn by daily practice how to develop healthy eating, sleeping, study, and social habits. For these reasons, students are required to live in college housing for three years (six semesters) and they are encouraged to live all four years in college housing.

To promote a positive living and learning environment, Residential Life and Housing is responsible for educational programming, group activity advising, leadership development, student conduct, peer counseling, housing administration, and resource referral. A Resident Assistant (RA), a student paraprofessional trained to address the needs of students, lives on each residence hall floor. In each area, one RA also serves as a Senior Resident Assistant (SRA). The Senior Resident Assistant received additional training in conflict mediation and provides additional administrative support for the area. An Area Coordinator is a professional staff member, trained in hall administration, community development and staff supervision. The Area Coordinators oversee and support the residence halls and the campus apartments. Area Coordinators are supervised by the Assistant Director of Housing, as well as the Associate Dean of Students and Director of Residential Life and Housing.

## Student Activities and Leadership

Student Activities and Leadership staff offer students a wide range of programs and activities that reflect the social, cultural, intellectual, recreational and self-governance needs of students within the context of the mission and vision statement of Carroll College. Carroll provides a full range of opportunities through organizations, student government, clubs, and volunteer programs. Through participating in these activities, students learn valuable social and leadership skills which will positively impact their lives now and into the future.

With over forty recognized campus programs and organizations, Carroll College offers students a wide range of interest groups to explore. Examples include: The Prospector, the campus newspaper; Colors, the college literary magazine; and the Associated Students of Carroll College (ASCC), Carroll's student government.

Other opportunities for students to have fun, get involved, and strengthen leadership skills include but are not limited to, academic clubs, special interest groups, campus programming, concerts, entertainers, speakers, dances, Homecoming, and coffeehouse nights. All these events provide students with an opportunity to engage in activities outside of the classroom.

## Wellness Center

Be healthy in body, mind, and spirit.

The Wellness Center at Carroll is the hub of student health services. Open from 9 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Mondays through Fridays—the Wellness Center offers a wide range of services, including physical health checks, flu symptoms checks, medical prescriptions, and mental health counseling. There is a 24-hour hotline for students in case of emergencies, and the Center's Relaxation Room offers students a tranquil space to relax whenever they need it.

Three full-time licensed counselors are available to address student mental wellness. In addition, a Core Team of representatives from a cross-section of campus resources collaborate to identify at-risk students, address individual needs, and reduce barriers to student success.

## Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational programs or activities by recipients of federal financial assistance, including Carroll College. This prohibition extends to employment, admission, and the administration of any of its educational programs and activities. Carroll College's policies prohibit discrimination on the basis of sex in accordance with Title IX. Inquiries concerning Title IX or Carroll's policies prohibiting discrimination on the basis of sex may be directed to one of Carroll College's Title IX Coordinator, Karla Smith, 214 O'Connell Hall, 406.447.5501 or Annette Walstad, Dean of Students, 102 Borromeo Hall, 406-447-5434.

For more information, please review the [Title IX Policy](#) and the [Title IX Grievance Procedure](#)

Mandatory training for students is conducted annually and covers sexual assault prevention, alcohol education, and other health and wellness topics.



# Annual Security and Fire Safety Reports

Carroll College is required by law to compile and disclose information about campus safety policies and procedures as well as to provide data concerning certain criminal offenses in order to be in compliance with Title IV for the Higher Education Act of 1965 as amended. This report must include statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and the means for reporting and procedures for handling reports of sexual assault.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in 1998 further mandates that institutions of higher education publish an annual report which is made available to both current and prospective students and employees of the occurrence of specific crimes on the campus. In addition, the institution must report the number of arrests for liquor law violations, drug use/abuse violations and weapon violations.

The Campus Sexual Violence Elimination Act of 2013 requires colleges and universities to increase transparency about the scope of sexual violence on campus, enhance victim rights, support standards in institutional conduct proceedings and implement campus-wide prevention and awareness programs. Prevention and awareness programs will address sexual violence, sexual harassment, stalking, dating violence and domestic violence. Campuses must designate a Title IX Coordinator who would receive complaints of possible violations of sexual harassment and sexual violence, investigate complaints, impose interim remediation, and regularly assess effectiveness of the institution's efforts to eliminate campus sexual violence.

The Annual Security and Fire Safety Report is available on the [Carroll College Annual Security & Fire Safety Report Webpage](#).



# Emergency Preparedness & Emergency Protocols

## Emergency Preparedness & Emergency Protocols Overview

Emergency preparedness and response is a shared responsibility. Carroll College provides information regarding emergency preparedness and response to the campus via the college's website ([Safety & Emergency](#) in the Campus Life section) and printed materials. Employees, students and guests of Carroll College should commit to personal preparedness and, because general preparedness guidelines may not apply in every emergency, should integrate their own preparedness activities with the circumstances of an emergency.

Please keep the following guidelines in mind during emergency situations:

- Be positive and realistic.
- Recognize that you may be on your own for part of the time during an emergency.
- Realize that your actions can, and will, make a difference.
- Try to do the most good for the most people during any emergency.

Our goal at Carroll College is to handle serious events in a responsive and responsible manner. Due to the unique problems and challenges created by serious incidents, Carroll College has established both an [Emergency Protocol Guide](#) to provide guidelines for college faculty, staff, and students to handle serious incidents and emergencies as well as access to this same information on our website at [Emergency Protocols](#). These protocols provide you with important information on your personal actions in each incident or situation.

## Building Action Teams

To support the emergency preparedness of Carroll College employees, and/or behaviors; violence to others; each building on campus will have a Building Action Team to assist employees, students and guests to respond to incidents, emergencies and disasters. Each team will consist of a Building Coordinator, Floor Leaders and Disabled Person Buddies.

## Building Addresses

When contacting 911 for any type of incident, emergency or disaster, please be prepared to share the address of the building(s) impacted:

Building	Address
All Saints Chapel	1550 Hunthausen Way
Anthrozoology House	198 W Lyndale Avenue
Borromeo Hall	1275 N Park Avenue
Campus Center	1290 N Park Avenue
Civil Engineering	1280 Bishop Carroll Drive
Corette Library	1525 Hunthausen Way
Facilities	1105 N Park Avenue
Fortin Science Center	1260 Hunthausen Way
Guad Hall	1745 N Benton Avenue
Hunthausen Activity Center	1845 N Benton Avenue
KTVH TV Station/Classroom	100 W Lyndale Avenue
Nelson Stadium	1830 Bishop Carroll Drive
O'Connell Hall	1601 N Benton Avenue
PE Center 1851	N Benton Avenue
ROTC House 194	W Lyndale Avenue
Simperman Hall	1250 Hunthausen Way
St. Albert Hall	1470 Hunthausen Way
St. Alfred the Great Apartments	1450 Bishop Carroll Drive
St. Catherine of Siena Apartments	1350 Bishop Carroll Drive
St. John Vianney Apartments	1500 Bishop Carroll Drive
St. Charles Hall	1480 Hunthausen Way
St. Matthew Apartments	1400 Bishop Carroll Drive
Trinity Hall	1245 N Park Avenue
Water Barn	1220 Bishop Carroll Drive

## Bystander Intervention

A bystander—someone who sees or hears about a situation—can notice actions or circumstances early enough to prevent an incident from becoming an emergency. The individual may witness prejudicial remarks and/or behaviors; violence to others; or individuals negatively impacting their personal health or safety. Examples of behaviors that could be prevented or reported include sexual violence, hate/bias incidents, cyber bullying, hazing, high-risk drinking, gambling, depression or physical violence. Research shows that bystanders will intervene 80% of the time when alone and only 20% of the time when there are other witnesses. All bystanders need to assume personal responsibility for witnessing an incident and report the incident to the college. Bystanders who are unsure of who to contact—daytime or nighttime—should contact the Residential Life & Housing On-Call Senior Staff at 406.459.0540.

## Drills On Campus

Carroll College will conduct training and/or evacuation drills, shelter-in-place drills and lockdown drills in every building on campus at least once per year. The Helena Fire Department will be notified and asked to participate in the drills. They will help evaluate the effectiveness of our plan. The drills may be conducted without notice. All employees, students and guests are expected to leave the building immediately anytime the fire alarm sounds or they are notified in person, by phone, by email or by web posting that they are to evacuate the building. There are no exceptions.

## Emergency Protocol Guides

Carroll College has produced an Emergency Protocol Guide, a red, spiral-bound, plastic cover guidebook with tabbed pages to flip through for information on campus emergencies. The guide provides information on 10 emergencies situations: evacuation procedures, earthquake, fire/arson, security lockdown, firearms discharge/shooter on campus, bomb threat, rape or sexual assault, physical assault, suicide attempt and health emergency. The Emergency Protocol Guide also provides office and mobile phone information for key employees and information on signing up for the college’s emergency notification system, Regroup. Emergency protocol guides are located on a hook on the back of the door of campus offices, student residences and classrooms.

These guides are intended to inform the Carroll community of protocol, and to give direction in the case of a campus crisis. These guides need to stay in their locations and are not to be removed, unless in use for an emergency, and then they must be returned immediately. Disciplinary action may be taken with any faculty, staff or student found in possession of Emergency Protocol Guides outside of an emergency situation. Residence hall students and apartment tenants whose EPGs are not in their rooms at the time of checkout will be assessed the current replacement fee (approximately \$50).

## Evacuations

Some disasters, emergencies, and incidents require Carroll College employees, students and guests to evacuate a building. The four steps of evacuation are:

- Evacuate
- Assemble
- Account
- Report Ability to Assist Others

The policy of Carroll College is that all occupants will evacuate the building immediately in the event of activation of the fire alarm system or other means of notification. For other disasters, emergencies, and incidents, individuals on campus may be instructed to take alternative personal protection measures as defined by guidelines for the type of event.

Individuals will evacuate using the closest available marked exit. When an employee, student, or guest is away from their assigned work area or residence, they will evacuate the building using the same route as the employees in that location. Do not return to your work area or residence.

- Important factors to remember are:
- If anything suspicious is noted, report this information immediately to an Emergency Response Team member for the building which you are evacuating;
- Do not touch or handle anything suspicious;
- Walk as fast as possible, but do not run;
- Do not return to your work area or residence to retrieve personal items;
- Help those who need assistance; and
- If the closest exit is unavailable, use the next nearest exit. All persons will proceed out of the building as directed by Emergency Response Team members. Emergency Response Team members are those employees wearing orange vests.

When exiting, individuals will stay to the inside of the stairwell if possible. Employees, students and guests must remain attentive to all traffic including emergency response vehicle activity when traveling to the assembly area. If the designated assembly area is unavailable, please use the Campus Center Main Lounge as the primary assembly area. The secondary assembly area will be located in the PE Center Lobby. All employees, students and guests are required to remain at the assembly area location until instructed otherwise.

Building	Assembly Area
All Saints Chapel	Corette Library, Main Floor
Anthrozoology House	Trinity Hall, Main Lounge
Borromeo Hall	Campus Center, Upper Lounge
Campus Apartments	Fortin Science Center, Scola Lounge
Campus Center	Trinity Hall, Main Lounge
Campus Houses	Campus Center, Upper Lounge
Civil Engineering	Fortin Science Center, Scola Lounge
Corette Library	Guad Hall, Main Lounge
Facilities House	Trinity Hall, Main Lounge
Guad Hall	PE Center, Lobby
Hunthausen Activity Center	PE Center, Lobby
Nelson Stadium	PE Center, Lobby
O'Connell Hall	Campus Center, Upper Level
PE Center	Nelson Stadium, Concessions Area
ROTC House	Trinity Hall, Main Lounge
Simperman Hall	Campus Center, Upper Level
St. Albert Hall	St. Charles Hall, Lobby
St. Charles Hall	Campus Center, Upper Level
Trinity Hall	Campus Center, Upper Level

Building	Assembly Area
Waterbarn	Fortin Science Center, Scola Lounge

## Emergency Response

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, Carroll College staff will alert students and employees immediately. Emergency or security alerts will be posted by email, on the college's Student Life webpage on the college's [Emergency Response webpage](#), and/or through the use of the college's emergency messaging system [Regroup](#) to emergency contact phone numbers.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Immediate contact will be made with college employees closest to the incident area to obtain information from eyewitnesses. Local law enforcement will be notified. College officials will cooperate with local law enforcement to determine the severity of the emergency and provide appropriate updates to the college community.

The college will conduct an annual test of the emergency response and evacuation procedures. The annual tests will include publicizing the college's procedures in conjunction with one annual test per calendar year.

## Timely Warnings, Emergency Notification, and Public Safety Advisory

Carroll College uses three types of notification processes to warn the campus community in the event of an emergency or public safety risk. The three types of notifications are Emergency Notifications, Timely Warnings, and Public Safety Advisories.

**Timely Warnings** are issued in the event a crime that represents a serious or continuing threat to the campus community has occurred.

**Emergency Notifications** are issued during emergencies or critical incidents that pose an immediate threat to the health and safety of the campus community.

**Public Safety Advisories** are issued to reduce the risk of being victimized by telephone/email scams, fraud, etc.

Anyone with information about a situation that may require a Timely Warning, Emergency Notification, or Public Safety Advisory should report the circumstances to Securitas by calling (406-461-7611) or by

calling the 24- hour On-Call Residence Life (406-459-0540). They may also report in person during business hours Monday – Friday to the following Carroll College Officials:

- Title IX Coordinator: Karla Weltz, O'Connell Hall 214, (406) 447-5501, [kweltz@carroll.edu](mailto:kweltz@carroll.edu)
- Dean of Students & Title IX Coordinator: Annette Walstad, Borromeo Hall 127, (406) 447-5434, [awalstad@carroll.edu](mailto:awalstad@carroll.edu)
- Director of Campus Security and Public Safety; Jay Nelson, Borromeo Hall 100, (406) 447-4404, [jnelson6@carroll.edu](mailto:jnelson6@carroll.edu)
- Asst. Dean of Students and Director of Residential Life and Housing, Zack Eckerdt, Borromeo Hall 102, (406) 447-5509 [zeckerdt@carroll.edu](mailto:zeckerdt@carroll.edu)
- Vice President for Finance and Administration: Lori Peterson, O'Connell Hall 247, (406) 447-5432, [lpeterson@carroll.edu](mailto:lpeterson@carroll.edu)

### Timely Warnings Notification

The Director of Campus Security and Public Safety is responsible for developing and disseminating Timely Warnings to the members of the Carroll College community. Once an incident that may require a Timely Warning notification has been reported to one of the above listed Campus Security Authorities, the Director of Campus Security and Public Safety will be contacted, and in consultation with other campus administrators (including but not limited to: Dean of Students, Legal Counsel, Director of the Office of Institutional Equity & Title IX Coordinator, and the Emergency Management Coordinator) will determine whether the criteria for issuing a Timely Warning has been met, and if so, A Timely Warning will be issued. The decision will be made on a case-by-case basis.

In general, Timely Warnings will be issued when a specific crime has occurred within the Carroll College Geography (on-campus, public property, and non-campus property) and there is a serious or ongoing threat to the campus community. The following **three conditions** should be met prior to issuing a Timely Warning:

One of the following statutorily designated crimes (Clery crime) is reported to Carroll College

- **Criminal homicide** – Including murder and non-negligent manslaughter, and manslaughter by negligence;
- **Sex offenses** – Including rape, fondling, incest, and statutory rape
- **Robbery**
- **Aggravated assault** – Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Carroll College and after consultation with the Lewis and Clark County Attorney.
- **Burglary and/or motor vehicle theft** – In general, Timely Warnings will not be issued for single incidents. A Timely Warning may be distributed if a series of incidents poses a continuing threat to the campus community.
- **Arson**

- **Hate crimes**
- **Domestic violence, dating violence, or stalking**
- **Arrests and referrals for drug, alcohol, and weapons law violations**

The reported crime occurred at a Clery-reportable location (Clery geography), which is defined as any of the following:

- On campus
- On public property within or immediately adjacent to and accessible from the campus boundaries
- In a non-campus building or property. Non-campus locations are described as property that is owned or controlled by Carroll College used for educational purposes, and frequently used by students.

The reported crime presents a **serious or continuing threat** to Carroll College students, faculty, and staff, as determined at Carroll College's discretion. Factors for determining whether an incident poses a serious or continuing threat include:

- Whether the suspect has been apprehended
- Timeliness of the reported crime to Carroll College
- Whether a pattern of crimes exists that places Carroll College students or employees at risk of becoming victims of a similar crime.

Timely warnings will be distributed to the entire campus community as soon as pertinent information is available, without unnecessary delay, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. Timely warnings will typically include information such as a brief statement of the incident, physical description of any suspect(s), appropriate safety tips, and other relevant, available information. Timely warning notices are typically written by the Director of Campus Security and Public Safety (or designee) in consultation with the Director of Public Relation/Associate Director of Marketing and Communications (or designee) as time permits.

Timely warnings will generally be distributed by email, posted to the Carroll College Student Life webpage, on Carroll College's Emergency Response webpage, and/or through the use of Regroup, the college's emergency messaging system. If warranted, Carroll College may also communicate a timely warning via paper postings in buildings.

The Director of Campus Security and Public Safety may notify the Lewis and Clark County Attorney Office of the intent to distribute a timely warning notice to ensure the information released does not compromise law enforcement efforts as permitted by the Clery Act.

Carroll College may learn about an incident that may require a Timely warning from a number of sources, including individuals involved in the incident, witnesses, other campus security authorities or by law enforcement officers as defined by the Clery Act.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

## Emergency Notification

Carroll College is committed to protecting the lives, safety, and welfare of its campus and community members. The campus maintains an emergency operation plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus organizations and specific responsibilities of particular departments or positions. When an emergency occurs on campus, Carroll College strives to provide students, faculty, and staff with the critical information needed to protect themselves. To allow Carroll College to provide this information, community members must ensure they are registered, and their Emergency Notification contact information is correct.

Carroll College Emergency Notification System is a Wireless Emergency Notification System (WENS) powered by ReGroup Notification. The system is used to transmit brief, urgent messages to a large segment of the campus population as quickly as possible. Face-to-face communication may also be used to communicate emergency information. Carroll College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

All students, faculty, and staff members directly affiliated with the College are encouraged to enroll in and familiarize themselves with the intent and purpose of the Emergency Notification System.

The President or Director of Campus Security and Public Safety, or designee, in conjunction with other college administrators, local first responders, Public Health Officials and/or the National Weather Service will confirm the emergency or dangerous situation that poses an immediate threat to the health or safety will determine the content of the messages in consultation with the Director of Public Relations/Associate Director of Marketing and Communications for distribution to the entire community.

Carroll College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The types of incidents that may cause an immediate threat to the community could include, but are not limited to, emergencies such as:

- Active shooter
- Hostage/barricade situation
- Riot
- Suspicious package with confirmation of a device
- Suspicious death



- Structural damage to College owned or controlled facility
- Biological threat (anthrax, etc.)
- Severe Weather
- Natural Disaster
- Hazardous material spills, gas leaks, etc.
- Communicable disease outbreak
- Structure Fires/Explosions

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm) and would be developed by the Incident Response Group (IRG) and would be assigned to the appropriate staff members to distribute via the systems above.

Carroll College officials shall use their best, reasonable judgment in all other situations to determine whether an Emergency Notification is warranted. Situations that may create business, academic or research interruptions, but do not pose a health or safety risk, may also generate an Emergency Notification. Carroll College will facilitate notifications about such situations, in coordination of involved departments, as appropriate.

- Temporary building closures
- Power outages
- Network outages

Carroll College will, without delay, and considering the safety of the community, determine the content of the Emergency Notification and initiate the Emergency Notification process, unless the Emergency Notification will, in the professional judgment of responsible authorities:

- Compromise efforts to assist the victim or victims
- Compromise efforts to contain, respond to, or otherwise mitigate the emergency, such as compromising the efforts of first responders

This section was established with the following assumptions:

- Utilization of multiple notification methods is needed, as no single notification method will reach everyone, everywhere, every time.
- One hundred percent delivery of notification to each member of the campus population cannot be guaranteed.
- Other information sources outside the institution's control may generate erroneous or conflicting information (i.e. affiliated and unaffiliated, social media sites, word of mouth).
- Regular testing of notification systems is required to ensure proper functionality and operator skill.
- Notification systems must account for communication impairments.

- Several notifications are considered passive notifications requiring an action by recipients. Some recipients will not take this action and, therefore, not all recipients will receive notifications during the desired timeframe.
- It is the responsibility of campus members that are registered for the notification system to maintain updated contact information.
- Several notification methods rely on the functionality of third-party vendors that are outside of the institution's control (i.e. cellphone service providers, electricity).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. If there is an immediate threat to the health or safety of students or employees occurring on campus, Carroll College will follow its emergency notification procedures. Per Clery requirements, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, Carroll College will provide adequate follow-up information to the community as needed.

Anyone with information about a situation that may require the issuance of a timely warning or emergency notification should report the circumstances to the Director of Campus Security and Public Safety by calling 406-447-4404, or in person (100 Borromeo Hall - 1275 N. Park Avenue, Helena, MT), or by contacting Securitas at 406-447-4404, or the On-call Residence Life by calling 406-459-0540.

### Public Safety Advisory

Public Safety Advisories are used to notify students, faculty, and staff of situations that do not pose an immediate threat to life safety, but may require awareness to reduce the risk of being victimized by telephone/email scams, fraud, etc. These notifications are sent via email.

# Academic Calendar

[Click here to view the academic calendar.](#)

# Emergency Contacts and Resources

## Weekends and After Business Hours

### At Carroll College

On-Call Res Life  
(This is your first emergency call)  
[406-459-0540](tel:4064590540)

Securitas Patrol Officer  
(Your second call)  
[1-406-461-7611](tel:14064617611)

### City of Helena

Resource	Phone Number
Emergency Services	911
Helena Police	406.442.3233
St. Peter's Health	406.444.2150
Victim Advocate: <a href="#">The Friendship Center</a>	406.442.6800

## Weekdays During Business Hours

### At Carroll College

Resource	Phone Number
Campus Safety and Security Director - Jay Nelson	406.447.4404
On-Call Residential Life Staff	406.459.0540
Securitas Patrol Officer	406.461.7611
Student Life Office	406.447.4532
Director of Counseling Services	406.447.5536
Dean of Students & Title IX Coordinator - Annette Walstad	406.447.5434
Director of Facilities - Dan Byrd	406.447.5521
Director of Technology - Robert Whited	406.447.4434
Vice President - Finance and Administration - Lori Peterson	406.447.5432
Director of Human Resources & Title IX Coordinator - Karla Weltz	406.447.5501

### City of Helena

Resource	Phone Number
Emergency Services	911
Helena Police	406.442.3233
St. Peter's Health	406.444.2150
Victim Advocate: <a href="#">The Friendship Center</a>	406.442.6800

## Community Resources

Resource	Phone Number
Emergency Services (Police, Fire, Ambulance)	911
County Health Department	406.457.8919
Disaster and Emergency Services	406.447.8285
Emergency Room, St. Peter's Health	406.444.1250
Fire Department (Non-Emergency)	406.447.8472
Victim Advocate: <a href="#">The Friendship Center</a> (24-Hour Crisis Line)	406.442.6800
Police Department (Non-Emergency)	406.442.3233
St. Peter's Health	406.442.2150
Securitas Patrol Officer	406.461.7611
Sheriff's Department (Lewis and Clark County)	406.442.7883
Community Living (On-Call)	406.459.0540
Ambulance, St. Peter's Health (Non-Emergency)	406.444.2228
Crisis Center and Support Line	406.443.5353

## Campus Resources

Resource	Phone Number
Campus Safety and Security Director - Jay Nelson	406.447.4404
Academic Affairs, Senior Vice President - Jennifer Glowienka	406.447.5437
Academic Dean - Amy Hochell	406.447.4461
Athletics Director - Charlie Gross	406.447.5459
College Chaplain - Fr. Tyler Frohlich	406.447.4869
Campus Ministry, Assistant Director - Deidre Casey	406.447.4338
Campus Ministry, Assistant Director - Chris Yakawich	406.447.4333
Area Coordinator of Residence Life, Guadalupe Hall - Syd Mammano	406.447.4424
Area Coordinator of Residential Life, Borromeo, Trinity, Apartments - Jen Anderson	406.447.4362
Area Coordinator of Residential Life, St. Charles - Jonathyn Jannot	406.447.4446
Residence Life, On-Call	406.459.0540
Counseling Services	406.447.5441
Facilities, Director - Dan Byrd	406.447.5521
Facilities (On-Call)	406.594.4570
Finance and Administration, Vice President - Lori Peterson	406.447.5432

Resource	Phone Number
Health Services	406.447.5441
Human Resources Director & Title IX Coordinator - Karla Weltz	406.447.5501
Information Technology, Director - Robert Whited	406.447.4434
Securitas Patrol Officer (6 PM - 7 AM)	406.461.7611
Title IX Coordinator - Annette Walstad	406.447.5434
Victim Advocate <a href="#">The Friendship Center</a>	406.442.6800