



MONTANA STATE UNIVERSITY BILLINGS

**'Jacket Leadership Team Meeting Minutes
October 14, 2025, 2:00 – 3:30 p.m.**

The 'Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success.

Please share all information from today's meeting with the stakeholder group you represent.

Did You Know?

The Fall 2024 cohort retention for University Campus is the highest on record. New freshmen enrollment is up 9.1% compared to last fall and we have the highest headcount since 2019.

INFORMATION

Chancellor Hicswa announced the schedule change for the CampusWorks kick off meeting is due to contract timing. The Office of the Commissioner of Higher Education (OCHE) charged university system campuses with developing an innovation project to improve retention and graduation rates and will provide one-time funding to support this work. We will be able to use our process review work for this project. CampusWorks will provide process review and consultation to help MSUB improve the student experience, retention, and graduation. The intention of this project is to increase efficiencies, not to eliminate positions. Dr. Hicswa provided additional background on the goals of the Process Reimagine and Review and how it will benefit students, faculty, and staff. She thanked everyone for their patience with the schedule change.

Chancellor Hicswa addressed the news items related to MSU Billings that have been in media: an accident involving the cross-country team and a personnel matter. She reported that the cross-country athletes are doing well despite the circumstances, and shared ways they can be supported as they recover. Dr. Hicswa explained the process for handling personnel issues and why they must be kept confidential under Montana law. She confirmed that if any students report being impacted by this matter, they should be directed to the Office of the Registrar.

Dr. Hicswa acknowledged the anxiety that national issues may be causing for people who work in higher education and reminded everyone to stay focused on serving students. She directed the group to the MSUB [Freedom of Expression policy](#) and the presentation hosted by the Center for Teaching and Learning and MSU Associate Legal Counsel Jennifer Glad. *See attachments.*

Dr. Hicswa welcomed Tracy McLuskie as Director of Disability Support Services. She shared that Brett Weisz, Chief Information Officer/ Director of Information Technology, will be leaving MSUB to start in a new position in November and this is his final 'Jacket Leadership Team meeting.

Dr. Hicswa announced that the annual Holiday Lighting Ceremony will be held on Thursday, December 4. The annual Holiday Party will be on Thursday, December 11.

Fall Census

Dr. Kim Hayworth, Vice Chancellor for Student Access and Success, presented highlights from fall census. Headcount is the highest since 2019 with 4,145 students enrolled, despite dual enrollment numbers having a slight decrease. Full-time equivalency (FTE) is up 1.2%. Retention on the university campus is the highest on

record at 61.6%. The College of Education and College of Business recorded their highest retention rates ever, as did American Indian retention at almost 51% for university campus. New freshmen enrollment is up 50 students or 9.1%

Year 7 EIE Visit Debrief

Kathleen Thatcher, Director of Assessment and Accreditation, thanked everyone for their participation in the visit from the Northwest Commission on Colleges and Universities (NWCCU) peer evaluation team. Kathleen, Provost Vartanian, and Chancellor Hicswa will present to the NWCCU Commission in January.

Long-Range Building Program

Justin Rife, Director of Facilities, presented on the long-range building plan and priorities for campus. He and Ryan Morris, Director of Environmental Health and Safety, presented facilities priorities for MSU Billings at the Long-Range Building Program meeting at MSU in Bozeman earlier this month. Justin gave an overview of the approximately five-year process for identifying priorities, requesting funding from the state legislature, and completing maintenance and building projects for state-funded facilities. The state legislature has increased funding for deferred maintenance during the last two years. Justin added that facilities projects are prioritized primarily based on their impact to students.

DISCUSSION

Meeting Engagement

Dan Carter, Director of University Communications and Marketing, reported on the work of the committee he led to look at optimizing meeting engagement for 'Jacket Leadership Team. Dan reviewed the results collected from the survey sent to the team. Key words that commonly occurred in responses included policy review/discussion, collaboration/communication, and interaction/discussion. Committee members Lee Vartanian, Provost and Vice Chancellor for Academic Affairs, and Kurt Toenjes, Dean of the College of Health Professions and Science, led further discussion on 'Jacket Leadership Team as a shared governance body.

Updates/Announcements (*reprinted as submitted*)

Eileen Wright, Library Director

Library's Lecture Series, *Land of Locomotives*, kicked off with Lauren Hunley from the Western Heritage Center, and we had 68 members in the audience. The presentation was well received, and they were looking forward to the rest of the series. Tonight, we have our very own Dr. Cody Patton presenting on the transcontinental railroad. On Oct. 21st, author Brianna Labuskes of the *Boxcar Librarian* talks about her research on Ruth Worden and her Lumberman's Library for her historical fiction book. Finally on Oct. 28th, we have Rep. Denise Baum and Jess Peterson presenting on the future of the Southern Passenger rail.

Paula Highlander, Director of Human Resources

Fall Wellcheck is October 22-23 from 6:30 AM-10:30 AM. Please see flyer in the October 1, 2025, admin general for more information and to register.

As a reminder, please ensure that student employees are not working 20 or more hours per week. If a student employee in your department is working in more than one department, you must coordinate with the other department to ensure that the student is not working 20 or more hours per week.

Amber West Martin, Director of the Academic Support Center

The ASC has been a busy place during the first month of the semester. We have recorded 967 check-ins for students including appointments, study space, and study groups. We are set to surpass last year's 3,654 total check-ins.

The first Navigate360 Progress Report/Grade Check campaign of the semester went out to faculty on Monday, Oct. 13 for particular students. Faculty are asked to submit reports by October 24, and any questions can be

directed to Katie Moffat at katharine.moffat@msubillings.edu. The second Progress Report/Grade Check campaign will go out to faculty on November 17.

Peer Navigators are outreaching to ALL students who started in Fall 2025 (New, Returners, and Transfers - over 1,000 students) with weekly emails and texts through Navigate. They provide students with information on campus resources, guidance on navigating campus systems like Canvas, Navigate, and MyMSUB, and notification of important campus events and deadlines. Peer Navigators are also available to meet with any student for a one-on-one appointment, virtually or in-person at City College, University Campus, and the Native American Achievement Center. Peer Navigators are highly trained in ASC policies and procedures, FERPA standards, inclusive education practices, ethical and appropriate use of Navigate360, and become Certified Peer Educators through NASPA's Certified Peer Educator Program.

Upcoming Workshops:

10/20, noon-1pm, SUB 153, "Understanding Copyright and Plagiarism: A Guide for College Students," presented by Precious McKenzie

10/28, 4pm-5pm, in SUB 153, "AI and Studying," hosted by the Honors Program and the ASC, presented by Lucas Logan and Precious McKenzie

11/12, 1pm-2pm, SUB 153, "What You've Always Wanted to Know about Grammar (but Were Afraid—or too Previously Indifferent—to Ask)," presented by Professors Deborah Schaffer and Rachel Schaffer

Upcoming Events:

10/29 Spooktacular Poetry Contest collaboration with the Library, Theme: magical and mythical creatures. All students can submit original poetry to Precious and Emily by October 29. Winners announced on October 31.

11/19 Chili Day, UC & CC Locations 11am - 2pm; Think you have the best chili? Students, faculty, and staff will be the judge of that! Sign up at the ASC.

Jana Marcette, Interim Director of Strategic Academic Initiatives

The Jacket Leadership Policy committee met on September 22, 2025, to review upcoming policies, the policy directory, and discuss a shared governance policy timeline. The committee set future standing meetings for the 4th Monday of each month at 1PM to accommodate the shared governance timeline, please reach out to jana.marcette@msubillings.edu if you would like to attend or present at a committee meeting. Upcoming committee work will include, developing a review cycle for all policies that prioritizes 1) policies without a template or date, 2) policies that are up for their 5-year review cycle, 3) policies that are older than 5 years, but dated and on a template. Upcoming policies for review/revision include: Facilities and Equipment use (including community members using university facilities/code of conduct), Workplace Violence, Using Facilities, and/or AI policies as a case study for university policies with overlapping/interlaced content.

The committee is recommending the following shared governance timeline:

1. JLT policy committee creates the working group, and the draft policy is shared with a first reading at Jacket Leadership.
2. The policy draft is discussed in unit meetings, Academic Senate and Staff Senate, and written feedback is summarized by the JLT policy committee for the following Jacket Leadership meeting.
3. Additional revisions are made, reviewed by JLT policy committee & Chancellor's Cabinet, and the policy goes to Jacket Leadership for a second reading and vote.

The OneMSU Reporting Suspected Legal, Regulatory or Policy Violations policy will likely go to University Council (Bozeman) in November. The main updates include: 1) a listing of affiliated campuses, 2) removal and referral to Conflict of Interest and Relationships with Students stand-alone policies, 3) an update to the Policy References section and Where to Report sections, 4) clarification that the Compliance Hotline is a MUS, not MSU system, 5) addition of an appendix with examples. The draft policy was included in the agenda for the September 2025 Jacket Leadership meeting, any additional feedback prior to University Council (Bozeman) is needed by start of business on Monday October 13th, 2025. Please send feedback to jana.marcette@msubillings.edu

Upcoming Policies, please provide feedback to jana.marcette@msubillings.edu by October 27th, 2025:

- President/Chancellor/CEO Transition Audit Policy (for January 2026 University Council)
- Institutional Data Management Policy (Has gone to our Data Governance Committee)
- Animals on Campus Policy (some feedback has come in from units, it is unclear if this will go forward as OneMSU)

Other Policies that MSU Bozeman is working on:

- Facilities Use Policy (MSU only, most likely.)
- Alcohol, Drugs and Tobacco Policy (could potentially be a OneMSU policy, if affiliates wish to join)
- Minors on Campus Policy – (MSU only, currently)

See attached drafts

Cindy Bell, Director of Grants and Sponsored Programs

Please join us next Thursday, Oct. 23, for ResearchFest! –our annual celebration of faculty scholarship -- at Craft Local from 5-7 PM. Poster topics include the Sturgis bike rally, drones, punks, banned books, and rural clinic closures. And a flash fiction performance! JT members will be presenting, and emcee Dan Carter will be sharing dad jokes. Join us for the fun!

Kim Hayworth, Vice Chancellor for Student Access and Success

Please join the following all-campus enrollment celebrations – we are celebrating historically high university campus retention, 7.4% increase in City College enrollment, and a 9.1% increase in overall freshman enrollment. You ALL played a part so please join the celebration.

University Campus

Monday, Oct. 13

3 p.m.

SUB Atrium

City College

Wednesday, Oct. 15

3 p.m.

Tech Commons

Join the Higher Education Landscape presentation by Ruffalo Noel-Levitz on October 21, 2025 from 9-10:30 am (stay as long as you can!) in the Glacier Room. We will review what is happening in enrollment across the U.S. as well new freshman and transfer enrollment at MSUB. All campus faculty, staff, and administrators are welcome to attend.

Joann Stryker, Director of Institutional Research

- Fall 2025 Census reports have been posted to the IR intranet site (https://www.msubillings.edu/intranet/ir/censusdata/fall_2025/fall2025.htm), with basics posted publicly on the MSUB internet site (<https://www.msubillings.edu/ir/institutionalfacts/Census.htm>).
- The Positive Influences survey was distributed to students who have filed an intent to graduate fall 2025. If you interact with students in this group, please encourage them to complete this survey. This is a way for them to thank those at MSUB who have helped them reach this milestone and a way to indirectly identify the things our students think MSUB is doing right! For more information visit <https://www.msubillings.edu/intranet/ir/internalstudies/positiveinfluencesurvey.htm>.

- September's top users of Tableau Server applications were Katie Moffat, Shane Grantham, and Dacia DeBock! The top three projects visited in September were Retention, Academic Data, and Enrollment. All MSUB employees are able to access Tableau Server (<https://tableau.mus.edu/#/signin>).
- IR will be administering student engagement surveys during spring 2026 semester. Prior administration results for the National Survey of Student Engagement (NSSE) at University Campus can be accessed at <https://www.msubillings.edu/intranet/ir/studies/nsse/index.htm> and results for the Community College Survey of Student Engagement (CCSSE) at City College can be accessed at <https://www.msubillings.edu/intranet/ir/studies/ccsse/index.htm>.



Freedom of Expression and Civility



MSU Billings affirms a dual responsibility to protect the rights of individuals to hold and impart opinions while simultaneously ensuring a safe environment for all students regardless of gender, race/ethnicity, citizenship status, sexual orientation, age, religion, military veteran status, disability, and/or political philosophy.

We support and encourage diverse points of view. We expect our community to engage in debates concerning issues facing our country, state, and university. We expect active discussions of ideas that challenge perspectives and ways of thinking. And, we expect such discussions will expose disagreements.

However, we call for civility in all conversations. This call demands that expressions of disagreements focus on ideas and that they not take the form of personal attacks or intimidation. Abusive and intimidating language targeting any person based on the above categories creates an environment that stifles the free expression of ideas and critical thinking.

We commit ourselves to practices that respect the rights of everyone:

Support the Exchange of Ideas

Support *a//* Individuals in their Growth

Resist Efforts that Demean or Intimidate

Assure Everyone's Dignity

Free Speech and Expression on Campus

Presented by Jennifer Glad, Associate Legal Counsel

Pop Quiz – Protected Speech?



Pop Quiz – Protected Speech?



Pop Quiz – Protected Speech?



1st Amendment

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or **abridging the freedom of speech**, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.



Freedom of Expression Policy

MSU recognizes that the freedom of expression is integral to the purpose and process of the University, whose primary goal is education. Therefore, no University policy or rule will infringe upon the rights protected by the First Amendment of the United States Constitution.

Academic Freedom

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

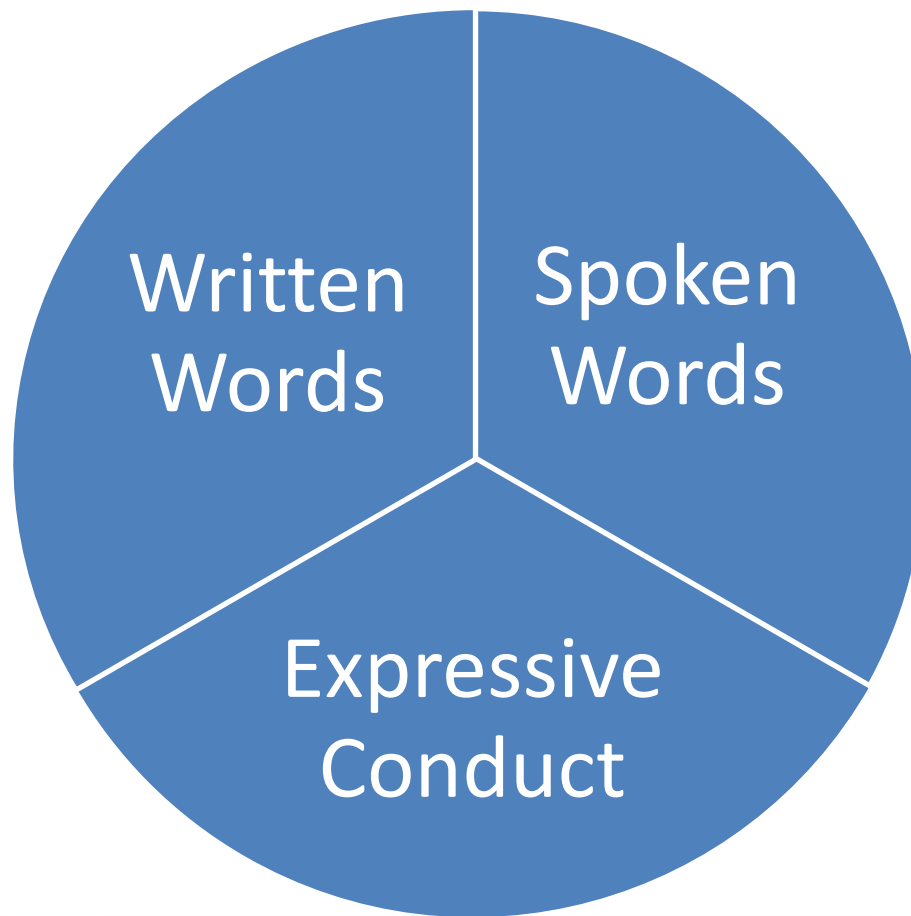
Board of Regents Policy 302

Political Activities by Government Employees

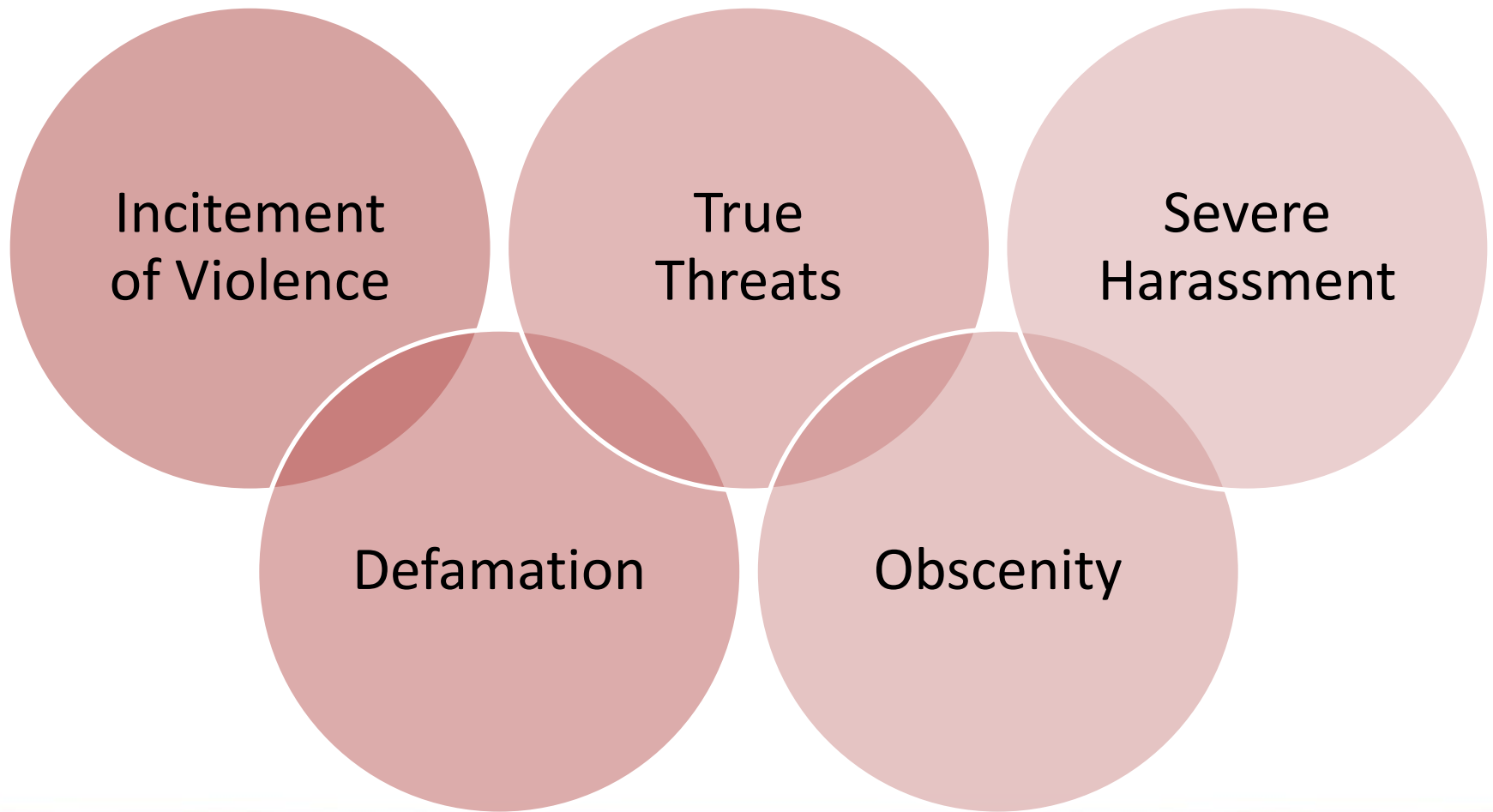
Public officers and employees may not use public time, facilities, equipment, supplies, personnel, or funds to solicit support for or opposition to any political committee, the nomination or election of any person to public office, or passage of a ballot issue. Violations may result in a \$1000 penalty and disciplinary action.

§2-2-121(3), MCA

What Speech is Protected?




Not All Speech is Protected



There is no “hate speech” exception to the 1st Amendment





“A principal function of free speech under our system of government is to invite dispute. It may indeed best serve its high purpose when it induces a condition of unrest, creates dissatisfaction with conditions as they are, or even stirs people to anger.”

U.S. Supreme Court Justice William Brennan

Incitement of Violence or Harm

Speech that advocates for the use of force is not protected when:

- It is directed to inciting or producing **imminent** lawless action; and
- It is **likely** to incite or produce such an action

True Threats

A true threat exists where a **reasonable person** would view it as a **serious intent** to harm and there is the prospect of **immediate** execution.



Severe Harassment

Harassing speech is not protected when it is:

- 1 Severe, pervasive, and objectively offensive; and
- 2 Undermines and detracts from the individual's educational experience; and
- 3 Denies the individual equal access to university resources and opportunities.

Severe Harassment?



- Ex 1: A male student makes a derogatory, sexist remark to a female student in class one day.
- Ex 2: A male student makes derogatory, sexist remarks to the female student repeatedly, for an ongoing period.

Campus Options if Not “Severe Harassment”

1

- Talk with the student or individual about their conduct

2

- Explain the impact their conduct is having on others

3

- Evaluate whether the conduct is subject to discipline on other grounds

4

- See if the impacted individual needs supportive and protective measures put in place

Student Speech

Students do not give up their free speech rights while in school, but the University may impose reasonable restrictions on their speech.

- Students may not engage in “disruptive” speech/activities
- Student speech while in class may be limited
- Students are subject to University policies, including the Freedom of Expression policy
- The University may impose additional restrictions on speech in housing

Speech in the Classroom



Taking a civil and reasoned exception to data or views offered in class is essential to scholarly inquiry



Scholarly debate and discussion in class should be germane to the subject being taught



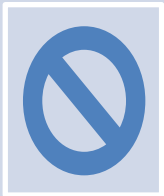
Students don't have the right to insist that a class be viewpoint neutral

What is “Disruptive” Speech?



Speech that substantially interferes with:

- teaching, research, administration or other authorized University activities;
- pedestrian and vehicular traffic;
- the rights of others



Determining what is “disruptive” should not be influenced by the viewpoints of those claiming the disruption



How to Avoid and Address Disruptive Students in the Classroom

Structure the class to avoid disruption (e.g., call on students instead of open discussion, assign student roles, etc.)

Set the stage for difficult conversations (identify what will be discussed, set expectation for civil discourse and how to agree/disagree, etc.)

Acknowledge student's participation/view and refocus the conversation

Offer to meet with the student outside of class to continue the conversation

Private conversation with the student

Remove student from class

Call UPD if necessary

What About Protests?



Protests – What Can the University Do?

Timely Response	Issue a letter to the University community about the upcoming event or in response to any concerns
Express Values	Release a statement about the University's values to counter assumption of support of speaker's views
Prepare	Prepare a University response plan
Protect Rights	Work with the group to ensure that all free speech rights are protected and that any protest will be peaceful

Protests – What Can Students Do?

- Engage in peaceful protests consistent with the University's Freedom of Expression Policy
- Counter speech with more speech
- Use a “human wall”
- Host a forum with guest speakers to address ongoing issues or to open a dialogue
- Host an inclusivity party to express student views in a constructive way



Recommended Reading and Listening

- Erwin Chemerinsky, & Howard Gillman, *Free Speech on Campus*, Yale University Press (2017)
- Jeremy Bauer-Wolf, *Free Speech Laws Mushroom in Wake of Campus Protests*, Inside Higher Ed (2019)
- Steve Kolowish, *State of Conflict: How a Tiny Protest at the U. of Nebraska Turned into a Proxy War for the Future of Campus Politics*, The Chronicle of Higher Education (2018)
- Podcast: *My Effing First Amendment: Conservative Students Don't Feel Like Their Ideas are Welcome on Campus. So They're Fighting Back. We Go to Nebraska, Where One Skirmish Spins Out of Control* (The American Life, May 4. 2018)
- The College Fix, Student Free Press Association
- Foundation for Individual Rights in Education (FIRE)

Questions?

Montana State University Billings

Long – Range Building Program (LRBP)
70th Legislative Session – 2027

Stefani Hicswa, Ph.D

Chancellor

Montana State University Billings



Capital Development Projects

Priority	Project Title	Est. Cost
1	Liberal Arts Building Plumbing Replacement	\$4,225,000

**Values are subject to change/increase pending third party estimates.*



Liberal Arts Building Plumbing Replacement

Background & Context

- Constructed in 1970
- 97,488 Square Feet
- Houses 9 different campus departments and programs

Project Benefits

- Reduce plumbing system failures (40 maintenance requests in the last year)
- Replace end of useful life supply and waste piping
- Reduce significant damage events to other building components (3 floors and 2 electrical panels with water damage in the last year)



Liberal Arts Building



Liberal Arts Building Plumbing Replacement

Code/Deferred Maintenance

- Facility Condition Index (FCI): **23.2%**
- Per APPA Standards: **Fair** Rating
 - Plumbing system experiences frequent failures
 - End of useful life waste, supply, and vent piping
 - Obsolete and inefficient plumbing fixtures

Failing plumbing



Major Repair Projects

Priority	Project Title	Est. Cost
1	P.E. Building Plumbing Replacement	\$2,200,000
2	Cisel Hall Window Replacement	\$1,250,000
3	City College Technology Building Window Replacement	\$1,250,000
4	Liberal Arts Building Roof Replacement	\$445,685
5	City College Technology Building Roof Replacement	\$1,736,500
6	Library Exterior Walkway Replacement	\$2,241,560
7	Campus Irrigation Improvements	\$300,000
8	College of Education Lighting Upgrades	\$289,400
9	McMullen Hall Data Center HVAC Improvements	\$250,000

**Values are subject to change/increase pending third party estimates.*



P.E. Building Plumbing Replacement

Background & Context

- Constructed in 1961
- 68,800 Square Feet
- Home to Health Sciences & Human Performance department

Project Benefits

- Address extensive deferred maintenance
- Replace end of useful life supply and waste piping
- Address damage caused by plumbing failures



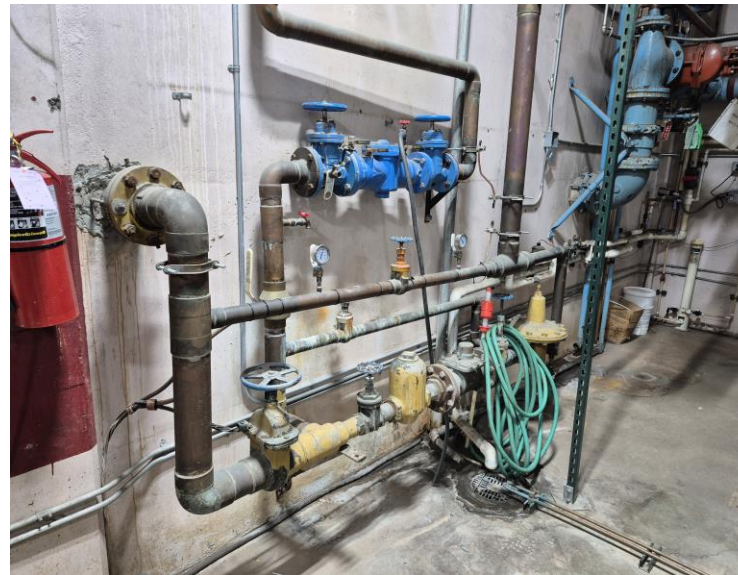
P.E. Building main entrance



P.E. Building Plumbing Replacement

Code/Deferred Maintenance

- Facility Condition Index (FCI): **20.1%**
- Per APPA Standards: **Poor** Rating
 - Plumbing system experiences frequent failures
 - End of useful life waste, supply and vent piping
 - Obsolete and inefficient plumbing fixtures
 - Deficient domestic hot water recirculating line



Above – Water damage from plumbing failures

Left – Failing plumbing



Cisel Hall Window Replacement

Background & Context

- Constructed in 1951
- 40,521 Square Feet
- Home to the Department of Music, Upward Bound, and Veterans Upward Bound

Project Benefits

- Increase energy efficiency
- Improved interior environmental controls to protect sensitive equipment and instruments
- Improved thermal comfort



Typical deteriorated window condition



Cisel Hall Window Replacement

Code/Deferred Maintenance

- Facility Condition Index (FCI): **18.6%**
- Per APPA Standards: **Poor** Rating
 - Failing windows original to building
 - Poor energy efficiency
 - Damaged windowsills
 - Water infiltration



Typical deteriorated window condition



Authority Only Projects

MSU Billings does not have Authority Only projects to submit to the 70th Legislative Session.



Questions?

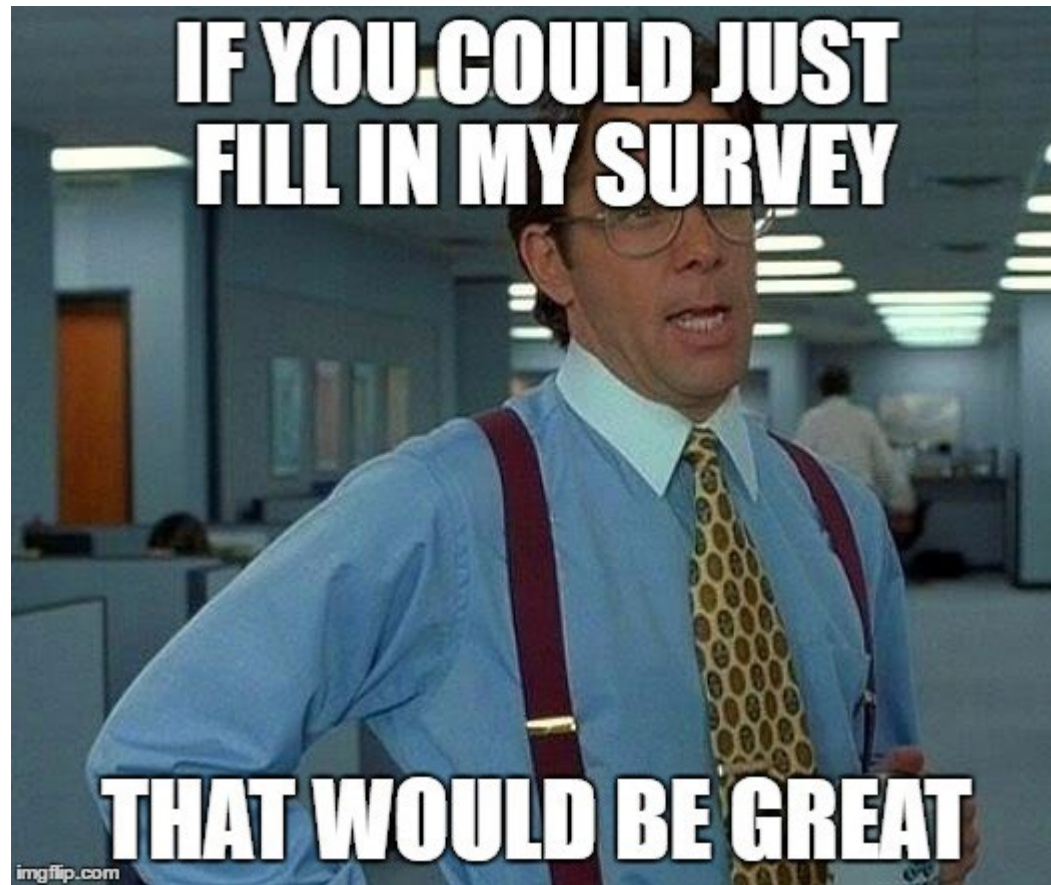




JLT form, function and future

SURVEY UPDATE | OCTOBER 2025





JLT'S MISSION & PURPOSE

“The ‘Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success.”



SOME GENERAL INFO

- **74%** of those who responded have been part of JLT for 2-5 years
- **43%** work in Academic Affairs
- **30%** work in Student Access& Success
- **27%** were from athletics, Foundation, chancellor's organization, etc.
- **74%** of respondents said length of meetings was “just about right”
- **83%** of respondents said number of participants was “just about right”

JLT MISSION & PURPOSE: "The 'Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success"



MEETING SET UP

- **35%** of those who responded prefer an open square with tables in front of them for writing notes and keeping handouts
- **26%** preferred the option of “other” such as classroom set-up or an open circle or smaller tables for group work

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REFLECTION: MEETING MISSION?

- Key words and phrases that popped up the most were
 - **Policy review/discussion** (13 times)
 - **Collaboration/communication** (10 times)
 - **Interaction** and **discussion** also brought up

JLT MISSION & PURPOSE: "The 'Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success"



REFLECTION: FELL SHORT?

- Key sentiments that showed up the most were
 - **Not engaging in decision-making purpose** (8 times)
 - **Showing disrespect or lack of respect** (6 times)
 - Sense that we don't measure up to **first sentence of mission related to decision-making was implied**

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PRIORITIES

- Diversity of responses that reflect the diversity of JLT
 - **Address NWCCU report findings**
 - **Open budget conversations**
 - **Continued work on shared governance**
 - **Retention**
 - **Improved collaboration**

JLT MISSION & PURPOSE: "The 'Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success"



NEXT STEPS

- Opportunity for clarity?
- Redefine the mission & purpose?

JLT MISSION & PURPOSE: "The 'Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success"



THANK YOU!



President/Chancellor/CEO Transition Audit Policy

Subject	Governance and Organization
Revised	[proposed January 2026]
Web Link	https://www.montana.edu/policy/onemsu/transition_audit/
Effective Date	July 6, 2011
Review Date	January 2026, [Proposed January 2028]
Responsible Party	Office of Audit Services

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100.00 Introduction and Purpose

Montana State University is committed to good stewardship of its resources and to conducting its affairs with integrity. This policy is intended to allow for smooth transitions for university and campus CEOs by establishing a continuing practice of transition audits

being conducted to assure that any major risk, governance or control issues are identified and addressed.

200.00 Policy

Whenever there is a transition in service of the MSU president or the chancellors or CEO of the affiliated campuses (excluding interims), the Office of Audit Services will conduct a risk-based transition audit to inform the incoming president, chancellor or CEO of any major risk management, governance or control issues that may need to be addressed at the outset of the new campus administration.

DRAFT

INSTITUTIONAL DATA MANAGEMENT POLICY

Scope

This policy applies to the following MSU Campuses:

- Great Falls College MSU
- MSU Billings (including City College)
- MSU Bozeman (including MSU Extension, Agricultural Experiment Stations, and Gallatin College)
- MSU Northern

The term “University” means all campuses listed. Faculty, staff, students, student employees, contractors, volunteers, visitors, sponsored guests of units, and affiliated entities who are acting on behalf of the university that handle information technology systems and data are required to comply with this Policy, Board of Regents policies, Montana state government policies, other Montana State University policies, and state or federal laws as they may apply.

100.00 Purpose

Institutional data is a strategic asset of the University, much like the physical buildings on campus are a strategic asset. The value of data as a trusted institutional asset increases with availability and appropriate use. In order to support access and appropriate use, data must be managed using sound data governance principles. The University is committed to protecting the confidentiality, integrity, and availability of data created, accessed, modified, transmitted, stored, or used by its units, irrespective of the medium on which the data resides. This policy will define what constitutes “institutional data” at the University and establishes the framework for data governance and management to ensure data security, accuracy, integrity, and transparency, and compliance with relevant laws and policies.

200.00 Goals

Successful implementation of this policy is critical to the educational, research, and administrative functions of the University. Through this policy, we will:

1. Manage data as a strategic asset to improve the quality of University outcomes;
2. Ensure data are **accurate, consistent, reliable, and accessible** to meet institutional requirements;
3. Manage access and usage of data so that they are not unduly burdensome;
4. Implement and maintain **security** policies and procedures to protect data as a resource against unintentional and/or unauthorized use (internally or externally), minimize risks, and ensure legal and ethical considerations;
5. Follow the [CARE Principles for Indigenous Data Governance](#);
6. Maximize the value received from **data as an asset** to increase understanding and **confidence** in the data to leverage their use for better results.

300.00 Definition of Institutional Data

Institutional data requires effective data governance, data management, data security, and legal compliance efforts. All data captured in the course of University business is a strategic asset of the University, regardless of where they are used or maintained.

This policy applies to all data generated, acquired, maintained, or transmitted by the University to conduct University business and operations, regardless of format (e.g., electronic, paper, digital). And it includes data stored within the university's systems, as well as data shared with external parties (e.g., third-party service providers, research collaborators, and government agencies). This policy applies to all employees, researchers, contractors, students, and affiliates of the University who interact with

institutional data. It also applies to all research data and funding in all disciplines and when using University resources and facilities.

This policy does not apply to documents and records that are the personal property of individuals at the University, including documents owned by students or personal intellectual property of professors or researchers.

400.00 Data Ownership

The University is the owner of all institutional data. Institutional data are not owned by people, departments, or other units within the University. The University has granted policy and operational level responsibility for subsets of institutional data to the Chief Data Officer and the other roles as outlined in the [Enterprise Data Stewardship Policy](#).

MSU retains ownership of all data created or collected under the auspices of the University. This includes but is not limited to data generated in the following areas:

- By employees or affiliates in the course of their University duties;
- Using University facilities, equipment, or administrative support;
- Under externally funded research grants or contracts managed through the University;
- Research contributions from University resources, including funding, personnel, or time.

While the University retains ownership of all research data, Principal Investigators (PIs), and research leads are recognized as data stewards. As stewards they are responsible for ensuring that research data are collected, stored, and managed responsibly, that metadata and documentation are preserved, and that retention and sharing obligations are fulfilled. Exceptions to institutional ownership may apply in cases involving proprietary industry contracts, or student-led research not involving University funding or resources. Such exceptions must be documented and approved by Research Integrity and Compliance (RIC).

The University has granted policy and operational level responsibility for subsets of institutional data to the Chief Data Officer and the other roles as outlined in the Enterprise Data Stewardship Policy.

500.00 Principles of Data Management

The following eight principles, defined by [EDUCAUSE as the foundations for data management](#), will also serve as our principles.

1. Data should be **timely**: being kept up-to-date and refreshed weekly, daily, hourly—as often as is needed.
2. Data should be **consistent**: ensuring that definitions, calculations, meanings, and interpretations are standardized and that measurements, projections, and metrics are based on commonly understood concepts.
3. Data should be **trusted**: having been validated and supported by functional areas, with intentional steps taken to continuously ensure data accuracy.
4. Data should be **relevant**: providing the right level of detail and insight into the most urgent and important questions.
5. Data should be **interactive**: supporting direct exploration by users through dynamic dashboards and reports, including the ability to drill down from aggregate data into details.
6. Data should be **connected**: being transformed into information that can be directly used to drive strategic and operational decisions, with analytics priorities set at the institutional level and in harmony with the strategic plan.

7. Data should be **accessible**: providing access to relevant information at the right time, to those who need it, and with the ability to drill up or down as necessary and appropriate.
8. Data should be **actionable**: addressing all types of questions covered in the Data and Analytics Maturity Model in support of data-informed decision-making.

600.00 Responsibilities for Implementation

Implementation of this policy will be coordinated through University Data & Analytics (UDA) and the Chief Data Officer (CDO), in coordination with executive leaders and [Data Stewards](#). The CDO will coordinate role-specific training to all individuals within the University.

However, data governance is everyone's responsibility. Every Dean, Director, and unit manager is responsible for implementing and ensuring compliance with this policy. These responsibilities include:

1. Communicating this policy to employees in their units.
2. Actively supporting strong data management through the Principles of Data Management established above.
3. Encouraging employees to participate in education and training regarding data management and information security.

OTHER POTENTIAL ADDITIONS

What is University Data

Here are other examples of ways universities have defined data:

[RIT](#): “Institutional Data is a subset of the University's information resources and administrative records that meets the following criteria:

- Acquired and/or maintained by University employees in performance of official administrative job duties;
- Created or updated via use of a University enterprise system or used to update data in an enterprise system;
- Relevant to planning, managing, operating, or auditing a major function at the University;
- Referenced or required for use by more than one organizational unit; and
- Included in official University administrative reports or official University records”

[Michigan](#): “INSTITUTIONAL DATA refers to a data element which satisfies one or more of the following criteria:

1. It is relevant to planning, managing, operating, controlling, or auditing administrative functions of an administrative or academic unit of the University;
2. It is created, received, maintained, or transmitted as a result of educational, clinical, research or patient care activities;
3. It is generally referenced or required for use by more than one organizational unit;
4. It is included in an official University administrative report;
5. It is used to derive an element that meets the criteria above;
6. It is generated by a University workforce member or agent using any of the above data.

[Indiana](#): “Institutional data (or information) is data in any form, location, or unit that meets one or more of the following criteria:

- It is subject to a legal obligation requiring the university to responsibly manage the data;
- It is substantive and relevant to the planning, managing, operating, documenting, staffing, or auditing of one or more major administrative functions, or multiple organizational units, of the university;
- It is included in an official university report;
- It is clinical data or research data that meets the definition of "University Intellectual Property" under the university's [Intellectual Property: Copyrightable Works \(UA-23\)](#) and [Intellectual Property: Inventions and Patents \(UA-25\)](#) policies; or
- It is used to derive any data element that meets the above criteria.”

What is NOT University Data

Some universities specifically outline what is NOT university data. Here is an example from a data governance group:

“Clearly articulating what governance excludes helps reduce confusion and manage institutional risk.

- **Personal Notes and Informal Records** – Data created and maintained solely for individual use, such as personal spreadsheets or notes, that are not part of institutional reporting or shared systems.
- **Non-Institutional or Vendor-Owned Data** – Data hosted or managed by third-party service providers that is not stored in institutional systems and falls under separate contractual or legal frameworks.

- **Student-Owned Academic Work** – Assignments, projects, or artifacts generated by students in the course of their studies that remain their intellectual property unless used for institutional research or reporting.”

https://docs.google.com/presentation/d/1GI42U5uzfiEWyAn42I_mRgT-UXAuSxllxvOZeHZrn_c/edit?slide=id.g34d1552d1f9_0_47#slide=id.g34d1552d1f9_0_47

DRAFT

MONTANA STATE UNIVERSITY RESEARCH DATA OWNERSHIP AND STEWARDSHIP POLICY

Subject: Research Data Ownership and Stewardship
Policy: Research Data Ownership and Stewardship Policy
Effective Date:
Review Date:
Responsible Party: Research Integrity and Compliance (or TBD)

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100.00 Introduction and Purpose

Montana State University (MSU), as a land-grant and R1 institution, generates research data that serve both scholarly advancement and the public good. This policy establishes expectations for the ownership, stewardship, access, and ethical management of research data created with MSU resources.

MSU retains ownership of research data produced through its support, while Principal Investigators and research teams are entrusted with stewardship responsibilities. These include secure data storage, documentation, compliance with funder and legal requirements, and responsible sharing where appropriate. The policy supports transparency, reproducibility, and innovation while recognizing the need for additional protections for sensitive, confidential, or culturally significant data.

This policy applies to all MSU Faculty, staff, postdoctoral researchers, students, research affiliates, and collaborators engaged in scholarly or creative research, regardless of funding source or discipline. It governs data generated using MSU resources, facilities, or support, and is designed to assign clear ownership and stewardship roles; ensure compliance with federal, state, sponsor, and ethical standards; protect data integrity while enabling preservation and responsible sharing; and support education and community engagement.

200.00 Definitions

- **Research Data:** Recorded factual material commonly accepted in the scientific community as necessary to validate research findings. This includes, but is not limited to, numeric data, text, images, audio/video recordings, field notes,

transcripts, software, algorithms, models, statistical records, physical samples, and related documentation (e.g, data dictionaries, codebooks, metadata).

- **Data Stewardship:** The responsibility for ensuring data integrity, security, accessibility, and preservation. This includes appropriate storage, documentation, sharing, and retention according to funder, legal, and institutional requirements.
- **Sensitive Data:** Any research data that requires additional protection due to its confidential, proprietary, legal, ethical, or cultural nature. This may include, but is not limited to, identifiable human subjects data, health information, educational records, export-controlled data, and data subject to data-sharing agreements.
- **De-identified Data:** Data that has been stripped of direct and indirect identifiers so that the identity of the data subject cannot reasonably be ascertained. De-identification must meet the standards set by applicable laws and regulations (e.g., HIPAA, FERPA).
- **Institutional Data:** Data collected or created by MSU employees or affiliates in the course of institutional responsibilities, using MSU resources or facilities, or funded through MSU-administered research. These data are considered owned by MSU unless explicitly stated otherwise.
- **Metadata:** Information describing the characteristics, origin, context, structure, and usage of research data. Metadata is essential for data discovery, interpretation, and reuse.
- **Data Lifecycle:** The stages through which data pass during a research project: planning, collection, processing, analysis, dissemination, retention, and final disposition.
- **Data Management Plan (DMP):** A formal document describing how data will be handled both during and after a research project. Many federal agencies require a DMP at the time of grant proposal submission.

Montana State University's research data policies are guided by three interlocking principles that reflect our land-grant mission, our designation as an R1 research institution, and our responsibility to serve Montana's communities. These principles support responsible research conduct, transparent knowledge sharing, and inclusive data governance.

1. Stewardship

Research data are a strategic institutional asset and must be managed across the full research lifecycle. Stewardship means the MSU, as the data owner, entrusts researchers with the duty to collect, manage, and preserve data in a manner that ensures both short-term usability and long-term integrity.

Researchers are responsible for:

- Developing and following robust data management plans (DMPs);
- Using secure storage solutions and implementing version control;
- Documenting data processes and maintaining metadata;
- Preserving final datasets and associated materials for future access.

The University supports stewardship through infrastructure (e.g., institutional repositories), training, and access to expert guidance from the Library, IT Services, and the Research Integrity and Compliance Office (RIC).

2. Compliance

All members of the MSU research community are responsible for ensuring that research data are managed in full compliance with applicable laws, regulations, and institutional policies. Compliance is not limited to regulatory adherence—it also reinforces research integrity, protects participant privacy, and supports the reproducibility and credibility of research outcomes.

Research data management must comply with federal, state, sponsor, and University requirements, including but not limited to:

- Human subjects protections as outlined by the [Institutional Review Board](#) (IRB), including requirements for informed consent, data confidentiality, and secure storage of sensitive or identifiable information;

- Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA);
- Data security protocols established by MSU's University Information Technology (UIT), including use of approved storage platforms, encryption, access control, and secure transmission procedures;
- Export controls, intellectual property protections, and sponsor-specific data use agreements.

In collaborative or multi-institutional projects, MSU researchers must coordinate with partners to ensure clear agreements on data stewardship, access, security responsibilities, and institutional compliance obligations.

Researchers must:

- Maintain accurate and verifiable records of data collection, processing, analysis, and dissemination;
- Ensure that underlying data support the reproducibility and transparency of published results;
- Retain accessible documentation to support verification requests from sponsors, journals, or institutional bodies;
- Comply with sponsor- and discipline-specific requirements for data retention, archiving, and sharing;
- Properly de-identify data before sharing when required by the IRB or data use agreements;
- Attribute data creators and contributors appropriately in all research outputs.

MSU may review data management practices as part of audits, IRB continuing reviews or Post Approval Monitoring (PAM), or in response to allegations of research misconduct. Failure to adhere to data management and compliance requirements may result in institutional sanctions, sponsor notification, or other corrective actions.

3. Transparency and Access

MSU supports the principles of open science and public access to research data. Data generated with public resources should, when ethically and legally permissible, be Findable, Accessible, Interoperable, and Reusable (FAIR). Transparent data practices promote innovation, public trust, and global scientific progress.

Researchers are expected to:

- Share deidentified datasets through discipline-appropriate or institutional repositories (e.g., Dryad, ICPSR, GenBank, MSU ScholarWorks);
- Include meaningful metadata, codebooks, and documentation to support discovery and reuse;
- Comply with sponsor policies regarding data availability at publication or project closeout;
- Select open or interoperable file formats and repository platforms to support long-term access and usability.

Transparency must be balanced with obligations to protect participant privacy and safeguard intellectual property or export-controlled materials. In such cases, researchers may use controlled-access repositories, request embargos, or develop a data use agreement with University approval.

MSU encourages researchers to consult with UIT, MSU Library, or RIC to determine appropriate repositories and develop sharing strategies that align with FAIR principles and stakeholder expectations.

400.00 Ownership and Stewardship of Research Data

MSU retains ownership of all research data created or collected under the auspices of the University. This includes data generated:

- By employees or affiliates in the course of their University duties;
- Using University facilities, equipment, or administrative support;
- Under externally funded grants or contracts managed through the University;
- With significant contributions from University resources, including funding, personnel, or time.

While the University retains ownership, Principal Investigators (PIs) and research leads are recognized as data stewards. This stewardship role includes ensuring that data are collected, stored, and managed responsibly, that data documentation and metadata are maintained, and that retention and sharing obligations are fulfilled.

Exceptions to institutional ownership may apply in cases involving proprietary industry contracts or student-led research not involving University funding resources. These exceptions must be documented and approved by RIC.

500.00 Roles and Responsibilities

All University faculty, academic personnel, students, and staff engaged in research at Montana State University must comply with this policy and any applicable sponsor, legal, or institutional requirements. Data stewardship is a shared responsibility, and clear role-based expectations help ensure research integrity, compliance, and continuity.

Principal Investigators (PIs) and Co-Investigators

PIs are ultimately responsible for research data management and must:

- Develop and implement an approved Data Management Plan (DMP);
- Maintain data integrity and ensure metadata and documentation are complete, accurate, and accessible;
- Ensure secure storage and version control of research data;
- Adhere to data retention, sharing, and access requirements in accordance with sponsor and institutional guidelines;
- Supervise research team members to ensure ethical and compliant data practices;
- Ensure that final data are deposited in appropriate repositories, with proper de-identification if required;
- Coordinate data transfer and develop data transition plans when leaving MSU.

University Faculty, Academic Personnel, Students, and Staff

These individuals are responsible for day-to-day handling and must:

- Collect, store, and manage data in accordance with the approved protocol, DMP, and [Montana University System Record Retention Schedule](#);
- Store raw data, notes, software, and supporting materials in University-approved, secure systems;
- Maintain accurate documentation and metadata to ensure transparency and reproducibility;
- Notify their PI or supervisor of any data loss, security breach, or ethical concern.

Departments and Colleges

Units supporting research activities are expected to:

- Provide researchers with access to secure storage infrastructure and relevant training;
- Ensure continuity in data stewardship during personnel transitions;
- Assist in data archiving, transfer planning, and local compliance oversight.

MSU Library, UIT, and Legal Counsel

- **MSU Library:** Supports data discovery, metadata standards, curation, and repository access (e.g., MSU ScholarWorks).

- **University Information Technology (UIT):** Maintains secure storage infrastructure, user access controls, and compliance with institutional data and security standards.
- **Office of Legal Counsel:** Provides guidance on contracts, data use and sharing agreements, intellectual property, and export control compliance.

DRAFT

Animals on Campus Policy

Subject	Animals in University buildings, grounds, and facilities
Revised	N/A.
Web Link	https://www.montana.edu/animalsoncampus (Tentative)
Effective Date	TBD
Review Date	TBD
Responsible Party	Legal Counsel, 504 Coordinator

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100.00 Introduction and Purpose

This policy establishes the University's guidelines and procedures for the presence of animals on campus to promote the safety, health, and well-being of all students, employees, and visitors while maintaining a conducive learning environment. The policy is

intended to balance the rights of individuals with animals and the operational needs of the University. This policy applies to service animals, emotional support animals, pets, and other animals brought onto University property, and outlines the responsibilities of animal owners and relevant campus processes.

The University recognizes the valuable role of assistive animals—including service animals and emotional support animals—in providing essential support to individuals with disabilities. These animals can enhance access to University programs, activities, and employment opportunities, helping to create a more inclusive and supportive campus environment. In accordance with applicable federal and state laws, as well as University policy, the University permits the presence of assistive animals on University property when their use is reasonable, necessary, and appropriate.

This policy applies to all University-owned or operated buildings, facilities, outdoor spaces, and housing, including residence halls, classrooms, laboratories, offices, athletic and event facilities, and common areas. Information regarding any violations of this policy may be referred to Human Resources or the Dean of Students' Office for further action.

This policy does not address research related activities or activities involving animals owned by the University at off-campus facilities which are governed by other University policies, including: [Use of Live Vertebrate Animals Policy](#), [Use of Animals at Off Campus Locations Policy](#), and [IBC Policies for Animals in Research and BSL-2 Teaching Laboratories](#). For additional information regarding these policies or the use of animals in research contact [Research Integrity & Compliance](#).

200.00 Definitions

Americans with Disability Act (ADA) – A federal law that prohibits discrimination against individuals with disabilities. The ADA outlines the rights of individuals with disabilities, including the use of service animals in public places and ensuring access to areas where the public is typically allowed. Under the ADA, service animals are considered working animals—not pets—and are allowed to accompany their handlers in most public areas.

Assistive Animal – For purposes of this policy, assistive animals include both service animals and emotional support animals. These animals assist individuals with disabilities by either performing specific tasks or providing therapeutic support. While assistive animals are not a distinct legal category under federal law, the term is used in this policy as a general reference to animals that support individuals with disabilities.

Days – Refers to business days, unless otherwise specified. The University may extend any deadlines contained herein upon a determination of good cause.

Disability – A physical, medical, or mental impairment, or history or record of such impairment, that substantially limits one or more major life activities. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, learning, working and performing manual tasks. This definition includes both long-term and temporary impairments that meet the criteria.

Emotional Support Animal (ESA) – An animal prescribed by a physician or licensed mental health provider to provide therapeutic benefit to an individual with a disability by alleviating one or more symptoms of a disability. ESAs are not considered service animals under the ADA. Unlike service animals, ESAs are not required to have specialized training and are not limited to dogs.

Exotic Pet – An animal that is not typically domesticated or is considered unusual or non-native to the local environment. Examples include reptiles (such as snakes and lizards), exotic birds species, and other non-domesticated animals that require specialized care or environments. Exotic pets are generally not allowed on campus unless specifically approved as an emotional support animal.

Fair Housing Act (FHA) - A federal law that prohibits discrimination in housing based on race, color, national origin, religion, sex, familial status, or disability. Under the FHA, individuals with disabilities may request a reasonable accommodation to keep an ESA in university housing when the animal is necessary to afford the person an equal opportunity to use and enjoy the dwelling, and when the requested is properly documented and supported by a qualified healthcare provider.

Livestock - Animals traditionally raised for agricultural purposes, such as cattle, horses, pigs, goats, and sheep. Livestock is not allowed on campus unless explicitly permitted for specific events, research purposes, or educational activities as outlined in this policy.

Owner/Handler – The individual who brings or is responsible for an animal on University property. This includes the person who owns the animal, is caring for the animal, or is otherwise acting as the animal's custodian or handler. The owner is responsible for the animal's behavior, care, supervision, hygiene, and compliance with all applicable laws, ordinances and policies.

Pet - A domesticated animal kept for companionship or pleasure (such as dogs, cats, small fish, etc.) and that does not qualify as an emotional support animal or service animal. Pets are generally restricted from indoor University spaces unless otherwise specified.

Service Animal – A dog that is individually trained to do work or perform tasks directly related to an individual's disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Service Animal in Training – A dog that is being trained to perform a task for the benefit of an individual with a disability. Service animals in training are provided the same access to University buildings and facilities as trained service animals. Handlers of service animals in training must follow the same rules and responsibilities as those for fully trained service animals.

300.00 Animals Permitted on Campus

This section outlines which animals may be brought onto University property and under what circumstances. Specific rules and responsibilities for different categories of animals—such as service animals, ESAs, pets, and livestock—are detailed below. All animals must comply with applicable federal and state laws, as well as University policies and procedures. Any animal brought onto campus must meet the health, behavior, and documentation requirements outlined in this policy. Individuals seeking to bring animals onto University property in circumstances not addressed below must submit a request to the University Animal Committee, as described in section 800.00.

300.10 Service Animals and Service Animals in Training

Service animals, including service animals in training, are generally allowed in all areas of campus where the public is allowed. In the case of a student or employee, a service animal is generally allowed anywhere on campus the student or employee is allowed to access. However, a service animal may be restricted from specific areas of the University if:

1. The animal's presence would fundamentally alter the nature of a program or activity;
2. The animal poses a direct threat to the health or safety of others that cannot be reasonably mitigated;
3. The owner fails to comply with the requirements of this or other relevant University policies; or
4. Exclusion is permitted under applicable federal or state law.

Examples of restricted areas may include, but are not limited to: sterile environments (e.g., some laboratories), food preparation areas, biologically sensitive or hazardous zones, and

certain research facilities. If access is denied, the individual may work with the appropriate accommodations office to identify an alternative means of access or appropriate accommodations.

300.20 Emotional Support Animals (ESAs)

Emotional support animals are only permitted in public outdoor areas and in campus housing or other specifically approved areas as part of an approved accommodation through the designated accommodations office. ESAs do not have public access rights under the ADA and FHA and are generally not permitted in classrooms, dining areas, libraries, or other public indoor facilities unless specified in an approved accommodation.

Individuals with an approved ESA must follow all applicable guidelines and directions in addition to the requirements in this policy (e.g., University Student Housing policies or practices, approved accommodation plans, etc.).

300.30 Pets and Exotic Pets

Pets are permitted in public outdoor spaces but are not permitted in University buildings, including academic, administrative, and event facilities, nor on athletic fields or other restricted outdoor areas, unless specifically authorized. Pets are allowed in University Student Housing as permitted under the University Student Housing guidelines and Community Standards.

Exotic pets are not permitted on campus unless specifically approved as an ESA in student housing through the accommodation process or as approved by the University Animal Committee for specific academic events or activities.

300.40 Livestock

Livestock—including cattle, horses, pigs, goats, and sheep—are not permitted on campus unless approved for specific academic, research, or event purposes. Individuals requesting to bring livestock on campus must submit a request to the MSU Agricultural Animal Care and Use Committee in advance. Requests must include:

1. The purpose for bringing the livestock on campus (e.g., educational demonstration, research, event, etc.);
2. The proposed campus location(s) where the livestock will be present;
3. A detailed care and management plan (including waste disposal and animal welfare protocols); and
4. Proof of appropriate vaccinations and health certifications.

Each request will be considered on a case-by-case basis. Approval may be granted if the activity supports the University's mission and does not pose health, safety, or operational concerns. Individuals requesting to bring an animal on campus for an event or athletic activity should follow the procedures outlined in section 400.40.

400.00 Location- Specific Rules for Animals on University Property

This section outlines the rules regarding where animals may be present in specific University locations, including academic buildings, student housing, and event or athletic facilities. These provisions apply in addition to the general permissions and restrictions described in this policy. All animals permitted on campus must comply with the responsibilities and requirements outlined in this policy.

400.10 University Buildings and Facilities

Animals are generally prohibited from indoor University buildings and facilities—including classrooms, laboratories, offices, administrative spaces, and indoor common areas—unless otherwise stated in this policy.

Only service animals and service animals in training are permitted inside University buildings without prior written approval. ESAs, pets, and all other animals are not permitted inside University buildings and facilities unless specifically authorized through the accommodation process or approved by the University Animal Committee, as outlined in section 800.00.

400.20 Outdoor Spaces and Grounds Open to the Public

Animals, other than livestock or exotic pets, are allowed in most outdoor areas of campus that are open to the public, such as lawns, sidewalks, trails, and quads. Animals are not allowed in athletic fields, outdoor event spaces during University events unless approved, or any areas with signs restricting animals or access. All animals are required to comply with this policy, including the responsibilities outlined in section 500.00. Animals that are disruptive, not properly supervised, or that fail to comply with this policy may be removed from campus.

400.30 University Student Housing

The presence of animals in University Student Housing is governed by this policy and any applicable University Student Housing policies and handbooks, including the Community Standards.

- Service animals (including service animals in training) are permitted throughout University Student Housing, including common areas and residence rooms, consistent with the individual's access rights.
- ESAs are only permitted in the assigned residential unit of a student or specifically approved areas as part of an approved accommodation through Disability Services.
- Pets are generally not permitted in University Student Housing unless otherwise permitted in the University Student Housing guidelines or Community Standards.

Students with an assistive animal (service or emotional support animal) must:

1. Submit a housing application that indicates that an assistive animal (ESA or service animal) will be present;
2. Request an accommodation from Disability Services to have an emotional support animal in housing (for ESAs only);
3. Meet with University Student Housing Staff to discuss the presence of an assistive animal in housing and animal-related policies and expectations; and
4. Provide any other documentation requested by University Student Housing (e.g., current vaccination records, a copy of a City of Bozeman license, veterinarian information, etc.).

If a service animal is acquired or added after the housing assignment has been made, the student must notify University Student Housing within 48 hours of bringing the animal into the unit. For ESAs, students must obtain written approval through the accommodation process before bringing the animal into any University residence. Failure to do so may result in a policy violation and removal of the animal from University Student Housing.

400.40 University Event and Athletic Facilities

Only service animals (and service animals in training) are permitted in University event and athletic facilities (including outdoor athletic fields) without prior approval. Non-service animals may be allowed with prior written approval from Sports Facilities, Conference & Event Services, or Athletics, or as specified in an applicable Contract/Facility Use Agreement. The University reserves the right to deny or condition approval based on safety, health, and operational concerns.

400.50 Laboratory Spaces

Laboratory spaces—including teaching labs, research facilities, and environments involving hazardous materials, chemicals, or biological agents—may pose significant health or safety risks. As a result, animals are subject to additional access restrictions in these spaces.

Service animals may be permitted in laboratory environments provided their presence does not:

- Pose a safety risk that cannot be adequately mitigated;
- Compromise the sterile or controlled conditions of the laboratory; or
- Fundamentally alter the nature of the laboratory activity or research.

Students or employees planning to bring a service animal into a laboratory must notify [Research Integrity & Compliance](#) and the appropriate accommodations office prior to bringing the animal into the laboratory.

The University will conduct an individualized assessment to determine: i) whether protective equipment is needed for the animal (e.g., booties, lab coat, eye protection); ii) whether alternative arrangements or reasonable accommodations are necessary; and iii) whether access must be restricted based on the nature of the environment or work performed in the laboratory. The University may restrict access where no reasonable accommodations can be made to mitigate potential risks or concerns. ESAs and pets are not permitted in any laboratory spaces.

500.00 Responsibility of Animal Owners

All individuals who bring animals onto University property are responsible for the care, control, behavior, and overall impact of those animals. This includes complying with all applicable University policies, local ordinances, and state and federal laws. These responsibilities apply to all categories of animals permitted on campus, including service animals, ESAs, and pets. Failure to comply with these responsibilities may result in the animal's removal from campus and/or disciplinary action, as described in section 700.00. The University is not responsible for animal care or supervision.

General Responsibilities

- Animals must be under the control of their owner or handler at all times.
- Animals may not be left unattended on University property except as permitted in University Student Housing, including tied to fences, railings, or signs.
- Owners are fully responsible for any damage, injury, or disturbance caused by their animals. The University reserves the right to seek reimbursement for any damages caused by an animal.

Behavior and Supervision

- Animals must be well-behaved and may not engage in aggressive or unsafe behavior, or pose a health or safety threat to others, including other animals.
- Animals must not be disruptive (e.g., excessive barking or noise, running loose, causing a disturbance, odor, jumping on people or furniture, etc.).
- Animals must be on a leash, harness, or tether not longer than six feet at all times when in public, unless this interferes with a service animal's ability to perform its task.
- Animals may not cause damage to University grounds, landscaping, or property, or to the property of others.

Health, Hygiene and Documentation

- Owners are responsible for ensuring their animals receive appropriate care, including food, water, shelter, healthcare, and humane treatment.
- Animals must be healthy, clean, and appropriately groomed.
- Animals must be spayed/neutered (where applicable).
- Animals must be housebroken. Owners must clean up and properly dispose of animal waste immediately, both indoors and outdoors. Individuals with questions regarding waste removal or other cleaning should contact Disability Services.
- Animals must be on a parasite prevention plan and free from fleas, ticks, and other transmissible conditions (where applicable).
- Owners may be required to provide: i) current vaccination and licensing records; ii) proof of flea/tick prevention if required for housing; and iii) other documentation if required under this or related University policies.

600.00 Requesting Accommodation

The University is committed to providing equal access and reasonable accommodations for individuals with disabilities, including the use of assistive animals. This section outlines the procedures and requirements for bringing service animals and ESAs onto University property in accordance with applicable laws and University policy.

600.10 Service Animals

Under the ADA, individuals are generally not required to submit an accommodation request to bring a service animal into most University spaces. However, students and employees are encouraged to notify the appropriate accommodations office (as identified in section 600.30) in the following circumstances:

- They plan to access academic, housing, or workplace environments where the presence of an animal may raise safety or accessibility concerns;
- They may benefit from additional disability-related accommodations or support services; or
- They would like assistance in documenting their needs in the event of an emergency.

Individuals must notify the appropriate accommodations office before bringing a service animal into a laboratory setting. This allows the University to assess whether protective equipment is needed for the animal, whether the presence of the animal would fundamentally alter the nature of the laboratory activity or research, and other relevant considerations. Additionally, students residing in University Student Housing must notify the Housing Office within 48 hours of bringing a service animal into a residential unit.

Although the use of identifying vests, ID tags, or harnesses is encouraged, service animals are not required to wear such indicators. Additionally, individuals are not required to provide documentation or certification to prove an animal's status as a service animal.

Individuals with service animals are required to comply with all provisions of this policy, including the responsibilities outlined in section 500.00 (e.g., cleanup, behavior, etc.).

600.20 Emotional Support Animals (ESAs)

Emotional support animals are only permitted in housing and other buildings and facilities as part of an accommodation through the interactive accommodation process. ESAs are generally restricted to the individual's assigned housing unit and are not typically allowed in other indoor spaces and facilities.

As part of the interactive accommodation process, individuals with ESAs are required to provide documentation from a licensed medical or mental health provider showing: i) the individual has a qualifying disability; and ii) the animal is necessary to alleviate one or more identified symptoms of the disability. Approval must be obtained prior to bringing the animal to campus. Each request will be reviewed on a case-by-case basis, and reasonable accommodations will be provided as required.

600.30 Accommodations Offices

For questions, or to request an accommodation related to a service animal or ESA, individuals should contact the appropriate office listed below:

Students and Visitors

Disability Services

137 Romney Hall

Montana State University

P.O. Box 173960

Bozeman, MT 59717-3960

Telephone: (406) 994-2824

E-mail: disabilityservices@montana.edu

Employees

ADA Accommodation and Leaves Coordinator

University Human Resources

P.O. Box 172440

Bozeman, MT 59717-2440

Telephone: (406) 994-2629

Fax: (406) 994-5975

E-mail: adacoordinator@montana.edu

700.00 Enforcement and Compliance

The University is committed to ensuring a safe, respectful, and accessible environment for all campus community members. Animal owners are expected to comply with this policy, applicable laws, and all health and safety requirements. Violations of this policy may result in the temporary or permanent removal of an animal from University property and may lead to disciplinary action for students or employees.

700.10 Circumstances for Animal Removal

Animals—including service animals and ESAs—may be required to leave University property under the following circumstances:

- **Aggressive or Dangerous Behavior:** The animal poses a threat to the health or safety of others or demonstrates aggressive behavior.
- **Disruption or Disturbance:** The animal's behavior substantially interferes with academic, residential, or operational activities (e.g., persistent barking, destruction of property, excessive odor, etc.).
- **Health or Hygiene Concerns:** The animal is not properly cared for or causes sanitation concerns.
- **Policy Non-Compliance:** The owner fails to comply with the responsibilities outlined in this or related University policies.
- **Fundamental Alteration:** The animal's presence would fundamentally alter the nature of the University's programs, services, or activities.

700.20 Animal Removal Process

The University generally follows a tiered response before removing an animal from campus. However, immediate removal or deviation from this process may occur if warranted by the circumstances—such as when an animal poses a health or safety risk, causes significant disruption, or is involved in a serious or repeated violation of University policy. The University is not responsible for any costs associated with the animal's removal or care.

Step 1: Verbal or Written Warning

In most cases, the University will first provide a verbal or written warning before requiring an owner to remove an animal from University property.

- A University staff member (e.g., University Student Housing, University Police Department, etc.) may issue a warning that identifies the specific concern or policy violation and outlines the required corrective action.
- In the case of an employee with an animal on campus, only the employee's supervisor or another senior University official may issue a warning to the employee after consultation with Human Resources regarding the concerns and required corrective action. In all cases, the employee's supervisor shall be consulted prior to issuing any warning letter.

Step 2: Removal Action

If the issue is not corrected following a warning—or if the circumstances justify a more immediate response—the University may require removal of the animal either temporarily or permanently. While this is listed as Step 2, Step 1 may be bypassed in situations that pose a threat or where immediate intervention is appropriate. Written notice of removal will be provided where practicable and will include the reason, any conditions for return, and appeal options. Only a University official at Director level or above (after consultation with the Human Resources or the Office of Legal Counsel) may authorize the removal of an animal from campus. In the case of employees, the University official issuing the removal notice shall also consult with the employee's supervisor prior to issuing the removal notice. Additionally, the University Police Department may authorize the removal of an animal from campus when the animal poses a health or safety threat or substantially disrupts University operations.

Types of removal include:

- **Immediate Removal:** May occur without prior warning if the animal presents a direct threat to the health or safety of others, causes substantial disruption to University operations, or is involved in serious or repeated violations of this or other University policies.
- **Temporary Removal:** May be required for non-compliance with this policy or following a warning. The animal may return once the owner resolves the issue to the University's satisfaction within a specified time frame.
- **Permanent Removal:** May occur if prior interventions are unsuccessful, the animal continues to pose a risk, or if the conduct of the owner or animal demonstrates ongoing incompatibility with University policies, operations, or campus safety.

Temporary Dismissal from a Course:

In the case of a disruptive animal in a classroom or other learning environment, instructors should warn the student that the animal is disruptive and request that the behavior cease or the student may face removal from the class or other learning environment. Examples of disruptive animal behavior in a classroom or learning environment include, but are not limited to, barking, jumping on individuals in the classroom or furniture, sanitation concerns, and other behaviors that negatively impact the learning environment.

If an animal continues to engage in disruptive behavior after the student receives a warning, or if the animal threatens the health or safety of anyone in the classroom regardless of whether any warning was provided, the instructor may direct the student to

remove the animal from the class for the remainder of the class period. If a student is instructed to remove an animal from a class while instruction is ongoing, the student must immediately comply. In such instances, the instructor must notify their Department Head or Dean, the Office of Disability Services and the Office of the Dean of Students no later than the following day so that the Office of Disability Services and/or Dean of Students may hold a meeting with the student to discuss the disruptive behavior and classroom expectations.

Only the Director of the Office of Disability Services, Vice President of Student Success (or designee), or the University Police Department has the authority to permanently remove an animal from a classroom or other learning environment, after consulting with the academic Department Head or Dean.

700.30 Appeal Process

Owners may appeal the University's decision to remove an animal from campus by submitting a written appeal within five (5) days of the removal. Appeals may be submitted to the appropriate appellate authority as follows:

- Students: Students may appeal a decision to remove an animal from campus to the Vice President for Student Success (or designee).
- Employees and Visitors: Non-students may appeal the decision to the Vice President for Administration and Finance (or designee).

Appeals must be in writing (email is acceptable) and include the following:

- A summary of the facts;
- The outcome the owner is seeking; and
- Rationale and documentation supporting the appeal.

The appellate authority will consider the information provided as part of the appeal as well as any additional relevant information. In the case of the removal of a disruptive animal from a classroom or lab, the appellate authority shall consult with the appropriate Department Head or Dean prior to making any determination. The appellate authority may also consult with other University officials or request additional documentation regarding

the removal and appeal. The appellate authority shall issue a written decision within five (5) days of receipt of a complete appeal. The appellate authority may choose to reinstate the animal, extend or uphold any removal order, impose additional conditions for the animal's return, or take other action as appropriate.

During the appeal process the animal must remain off-campus. The decision of the appellate authority is the final decision of the University. A copy of the decision shall be sent to the owner.

Appeal rights for approval or denial of accommodations can also be found in the Student Accommodations and Appeals Policy and the Reasonable Accommodations for Employees and Applicants with Disabilities Policy.

800.00 University Animal Committee

The University Animal Committee is responsible for reviewing and approving requests to bring animals onto University property in circumstances not otherwise covered or allowed under this or other University policies. This includes the presence of animals in spaces where animals are not typically allowed and situations not involving assistance animals or University-owned animals used in research or academic programs.

The University Animal Committee reviews such requests as:

- Animals brought to campus for public events, educational demonstrations, or temporary visits (e.g., therapy animals in the library, wellness events, etc.);
- Animals in indoor administrative or academic spaces not generally open to animals and not part of an accommodation; and
- Unusual cases not clearly covered by other policies.

Note: Animals involved in research, teaching, or at University-affiliated agricultural facilities are governed by other policies (e.g., [Use of Live Vertebrate Animals Policy](#), [Use of Animals at Off Campus Locations Policy](#), and [IBC Policies for Animals in Research and BSL-2 Teaching Laboratories](#)) and are not reviewed by this Committee.

Requests to bring an animal on campus governed by the University Animal Committee must be submitted in writing at least ten (10) days in advance (or as early as possible) and must include the following:

- Purpose for bringing the animal to campus
- Date(s) and time(s) the animal will be present
- Campus location(s) where the animal will be present
- Type and description of animal (including species, breed, size, etc.)
- Care and supervision plan, including who is responsible for the animal at all times
- Waste disposal and sanitation plan
- Proof of vaccinations or health certifications (if applicable)
- Any applicable city or state licenses

The Committee will review each request on a case-by-case basis, considering: the purpose; potential safety concerns; impact on campus operations; alignment with the University's mission, values and policies; containment, sanitation, and care plans; and compliance with applicable laws and ordinances. The Committee may approve, conditionally approve, or deny a request. Approval may be subject to restrictions on location, timing, supervision, or other relevant factors (e.g., insurance, etc.).

900.00 Questions and Reporting

Individuals with questions about this policy, or who wish to report a concern or potential violation, are encouraged to contact the appropriate University office listed below. The University is committed to ensuring a safe, accessible, and respectful environment for all community members and will make reasonable efforts to address concerns promptly.

A. Accommodation Requests and Disability-Related Questions

The Disability Services office/504 Coordinator may address requests or questions regarding accommodations from students or visitors, as well as compliance with the ADA, Section 504, or this policy. The ADA Accommodation and Leaves Coordinator may address questions or concerns involving University employees, as well as employee concerns regarding compliance with the ADA or this policy.

Students and Visitors

Disability Services

137 Romney Hall

Montana State University

P.O. Box 173960

Bozeman, MT 59717-3960

Telephone: (406) 994-2824

E-mail: disabilityservices@montana.edu

Employees

ADA Accommodation and Leaves Coordinator

University Human Resources

P.O. Box 172440

Bozeman, MT 59717-2440

Telephone: (406) 994-2629

Fax: (406) 994-5975

E-mail: adacoordinator@montana.edu

B. Discrimination, Civil Rights, or Denial of Access

Reports to Campus Civil Rights regarding animals on campus may include allegations of discrimination or denial of access related to assistive animals, failure to accommodate under civil rights laws, or conflicts involving protected class status (e.g., disability, race, or national origin) in the context of animal-related issues.

Campus Civil Rights

Swingle Hall – 2nd Floor

Montana State University

P.O. Box 172430

Bozeman, MT 59717-2430

Tel: (406) 994-1568

E-mail: civilrights@montana.edu

C. Safety Issues or Urgent Situations

Reports to the University Police Department may include incidents involving aggressive or uncontrolled animals, animals posing a safety risk, violations of campus animal policies, or animals left unattended or in distress.

University Police Department

7th Avenue and Kagy Boulevard
101 Huffman Building
PO Box 172680
Bozeman, MT 59717-2680
Telephone: [\(406\) 994-2121](tel:(406)994-2121)
E-mail: police@montana.edu

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Reporting Suspected Legal, Regulatory, or Policy Violations

Subject	Personnel
Revised	N/A
Web Link	https://www.montana.edu/policy/onemsu/reporting-violations/
Effective Date	May 7, 2014
Review Date	September 18, 2022; November 2025; November 2028 (proposed)
Responsible Party	MSU Legal Counsel

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Scope

This policy applies to the following MSU-affiliated campuses:

- Montana State University in Bozeman (MSU)
- Montana State University Billings (MSUB)
- Montana State University Northern (MSUN)
- Great Falls College Montana State University (GFCMSU)

100.00 Introduction

Montana State University and its affiliates encourage all faculty, staff, students, and volunteers, acting in good faith, to report suspected legal, regulatory or policy violations. The university is committed to protecting individuals from retaliation for making a good faith report. A good faith report means an allegation made with the honest belief that legal, regulatory or policy violations may have occurred. A false allegation is a report that is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

This policy is intended to protect any individual who reports suspected legal, regulatory or policy violations in good faith to a designated university official or through appropriate electronic reporting structures (e.g., MUS Compliance Hotline; State of Montana Fraud, Waste and Abuse Hotline).

This policy:

- Encourages individuals to report suspected legal, regulatory or policy violations engaged in by others to the appropriate university official so that prompt corrective action can be taken by the university.
- Informs individuals how allegations of wrongful conduct can be disclosed.
- Protects individuals from reprisal by adverse employment action or other retaliation as a result of having reported suspected legal, regulatory or policy violations.
- Does not intend to supersede rights or obligations to report outside of MSU where appropriate or required. (
-).

200.00 Policy

200.10 Acting in Good Faith

Anyone reporting suspected legal, regulatory or policy violations must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law, regulation or policy.

200.20 Anonymous Reports

Anonymous reports must provide sufficient corroborating evidence to justify the commencement of a review. A review of unspecified wrongdoing or broad allegations may not be undertaken without verifiable evidentiary support. Since reviewers are unable to interview anonymous reporters, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause a review to be initiated.

The university may not take action on anonymous reports of research misconduct. For more information about research misconduct reporting, [view the Research Misconduct Policy](#).

200.30 Retaliation

No individual who reports suspected legal, regulatory or policy violations in good faith will suffer harassment, retaliation, or adverse employment consequences because they made the report. Any person who retaliates against any individuals who made a report may be subject to disciplinary action, up to and including termination.

For retaliation based on protected classes, view [the retaliation section within the Equal Opportunity, Non-Discrimination and Harassment Policy](#). 200.40 False Allegation

Any employee or volunteer who knowingly or with reckless disregard for the truth gives false information or knowingly makes a false report of wrongful conduct or a subsequent false report of retaliation may be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to charges under the student conduct code. Allegations that are not substantiated yet are made in good faith are not subject to corrective action.

200.50 Confidentiality

Reports may be made on a confidential basis by the complainant or may be submitted anonymously through the university's reporting line. Reports and review records will be kept confidential to the extent possible, consistent with the need to conduct an adequate review, and in accordance with applicable Montana and Federal law.

200.60 Legitimate Employment Decisions

Nothing in this policy is intended to interfere with legitimate employment decisions unrelated to the employee's submission of a good faith report.

200.70 Conflict of Interest

[[reference to COI policy]]

200.80 Relationships with Students

[[reference Relationships with students policy]]

200.90

~~Add Conflict of Interest?~~~~Add other affiliate policies?~~

300.00 Reporting Legal, Regulatory and Policy Violations

Individuals should share their questions, concerns, suggestions, or complaints with a university administrator who can address them properly. In many cases the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will review and/or address the concern as appropriate.

300.10 Policy References

Along with federal, state and local laws and regulations, MUS Policy and campus Policy violations can be reported. The Policy pages include:

- Montana University System (MUS) Policy: www.mus.edu/borpol/
- OneMSU Policies covering MSU and all affiliated campuses: www.montana.edu/policy/onemsu/
- Montana State University Policy: www.montana.edu/policy/
- Montana State University Billings (MSUB) Policy: www.msubillings.edu/policy/
- Montana State University Northern Policy: www.msun.edu/admin/policies/
- Great Falls College Montana State University (GFCMSU) Policy: www.gfcmsu.edu/policies-procedures/

300.20 Where to Report

When reporting a case of criminal activity, first contact local law enforcement.

Type of Violation	MSU at Bozeman*	MSU-Billings	MSU-Northern	Great Falls College MSU
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Academic matters	Office of the Provost	Office of the Provost	Office of the Provost	Exec. Director of Instruction
Non-academic student conduct matters	Office of the Dean of Students	Office of the Vice Chancellor for Student Access and Success	Office of the Dean of Students	Exec. Director of Student Services
Accounting and financial**	Office of Audit Services	Office of Vice Chancellor for Administrative Services	Office of the Vice Chancellor for Administration and Finance	Exec. Director of Operations
Athletics	Assistant AD for Compliance or Senior Associate AD – Student Services/SWA	Office of the Athletic Director	Office of the Athletic Director	N/A
Conflict of Interest	Research Compliance	Office of Human Resources		
Discrimination, harassment, , sexual assault, domestic violence or stalking	Campus Civil Rights	Office of Human Resources	Office of Human Resources	Exec. Director of Operations

Health and safety	Safety and Risk Management	Executive Director of Operations and Environmental Health and Safety	Office of Human Resources	Exec. Director of Operations
Human Resources	Office of Human Resources	Office of Human Resources	Office of Human Resources	Exec. Director of Operations
Information Security and Technology	Information Security Group	Chief Information Officer	Information Technology Services	Director of Information Technology
Research	Research Integrity and Compliance	Office of Grants and Sponsored Programs	Office of the Provost	N/A
<p>*Including MSU Extension, Montana Agricultural Experiment Station and Fire Services Training School.</p> <p>**Fraud, waste or abuse of state funds can also be reported to the Montana Legislative Audit Division's Fraud Hotline.</p>				

300.21 MUS Compliance Hotline

An alternative method to report concerns specific to the following areas is to contact the MUS Compliance Hotline at [EthicsPoint - Montana University System](#):

- Accounting and financial
- Athletics
- Discrimination or harassment

- Health and safety
- Human Resources
- Information security and technology
- Research.

The MUS Compliance Hotline is **not** to be used for reporting the following:

- Academic matters
- Non-academic student conduct matters.

300.30 Self-Reporting

Individuals who self-report their own misconduct are not afforded protection by this policy. This includes adverse employment actions or other retaliation.

Appendix A Legal, Regulatory Or Policy Violations

Examples of suspected legal, regulatory or policy violations include, but are not limited to:

Academic matters

- Plagiarism, stealing or destroying intellectual property
- Providing students with unauthorized information or conditions that promote academic dishonesty

Non-academic student conduct matters

- Student conduct code violations

Accounting and financial

- Fraud, theft, embezzlement
- Improper solicitation or receipt of gifts or benefits
- Misappropriation or misuse of University resources

Athletics

- Receiving impermissible benefits or gifts
- Unauthorized contact with recruits
- Promoting or use of performance enhancing drugs

Conflict of Interest or Commitment

- Undisclosed consulting or ownership interest with a company that has University contracts
- Involvement with an outside company that requires a significant time commitment
- Participation in a University decision which involves a direct benefit to a family member

Discrimination, harassment, or interpersonal violence

- Sexual assault, dating violence, domestic violence or stalking
- Failure to make reasonable accommodations for an employee with a disability

Health and safety

- Neglecting to follow established safety procedures or working without personal protective equipment
- Allowing individuals to enter restricted or locked areas without proper authorization

Human resources

- Wage, overtime, benefit, vacation abuses
- Misrepresentation of credentials/licenses

Information security and technology

- Using another user's password or account
- Using University email or networks for personal commercial gain
- Running unauthorized applications on University computers

Research

- Fabricating or falsifying data in research
- Misuse of grant funds
- Unethical authorship practices

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