

Great Falls College MSU	Montana State University	Board of Regents
101.1 Policy Development and Approval Governing principles for development, indentifications, distribution, review and revision of operating policies	Operating Policies for Campuses Governing principles for development, indentifications, distribution, review and revision of operating policies	
102.1 Public Participation Identifies meetings which must be open to the public and requires opportunity for public comment	Public Participation Policy Identifies meetings which must be open to the public and requires opportunity for public comment	203.6 Prohibition against Conducting Board Business via Electronic Mail Outlines public's right to participate in governmental agency deliberations; prohibits use of email for BOR business
102.2 Open Meeting Implements statutory requirements for open meetings & public's right to observe deliberations of state government.	Open Meeting Policy Implements statutory requirements for open meetings & public's right to observe deliberations of state government.	203.2.2 Board of Regents-Meeting Notice Requires advanced notice of BOR meetings & agendas 203.3.2 Board of Regents-Minutes Requires posting of BOR meeting minutes
103.1 Graphic Identity and Branding Establishes approved usage of Great Falls College MSU name/image; Communications & Marketing department responsible for brand management, media relations and communication and marketing strategies	Graphic Identity and Branding Policy Establishes approved usage of MSU name/image Media Policy Guidelines Establishes Executive Director of University Communications as the official University spokesperson; all media inquiries must go through them.	
104.1 College Panning, Budget & Analysis Committee Outlines objectives for CPBAC and it's role in College shared governance		
105.1 Professional Development Requires that funding be set aside for professional development of faculty and staff (posted as Under Review)	Training & Professional Development Establishes requirement for approval and time off for employee training and professional development activities	

<p>106.1 Delegation of Authority Ensures efficient operations of University while maintaining fiscal and policy integrity; management of property, assets, financial and human resources rests with the CEO/Dean but may be delegated to others per procedures outlined</p>	<p>Delegation of Authority Ensures efficient operations of University while maintaining fiscal and policy integrity; management of property, assets, financial and human resources rests with MSU President but may be delegated to others per procedures outlined</p>	
<p>108.1 Executive Advisory Council Authorizes establishment of an advisory council comprised of community members</p>		
<p>109.1 Development Board Authorizes establishment of development board charged with advancing philanthropic activities of the College</p>	<p>Expense Reimbursement by Affiliated Organizations Governs payments or expense reimbursement by affiliated foundation</p>	<p>901.9 Campus-Affiliated Foundations Establishes private, independent foundations for the benefit & support of campuses</p>
<p>110.1 Surveys Requires all surveys be approved by office of institutional research</p>		
<p>111.1 Freedom of Expression Policy Recognizes 1st Amendment rights to expression and College's responsibility to safeguard freedom of expression</p>	<p>Freedom of Expression Policy Recognizes 1st Amendment rights to expression and University's responsibility to safeguard freedom of expression</p>	
<p>112.1 Timely Warning & Emergency Notification Requires issuance of timely warnings of violent crimes against a person, property, or emergency situation on or near campus that represents a serious or ongoing threat to campus community. 303.2 Crime Awareness & Campus Security</p>	<p>Emergency Management Policy Establishes Emergency Management Task Force, which is responsible to review and maintain response and recovery plan</p>	<p>1009.1 Campus Security and Safety Requires campus to maintain safety and security policies consistent with Clery Act, including provisions for cooperation with local emergency services.</p>

<p>501.2 Fiscal Misconduct Establishes procedures for reporting and resolving known or suspected fiscal misconduct.</p>	<p>Reporting Suspected Legal, Regulatory or Policy Violations Encourages reporting of suspected legal, regulatory or policy violations & outlines protections for those reporting violations.</p>	<p>211 MUS Compliance and Reporting Hotline Establishes compliance reporting hotline to accept reports of suspected legal, regulatory or policy misconduct.</p>
		<p>201.7 By-laws Establishes Board of Regents by-laws</p>
		<p>203.5.2 Appeals Outlines appeals process for any party adversely affected by final decision of a campus</p>
		<p>204.4.1 Interunit Advisory Committees; Creation Authorizes the creation of multi-campus advisory committees by the Commissioner of Higher Education</p>
		<p>204.4.2 Interunit Advisory Committees; Operation Outlines general operation of multi-campus advisory committees</p>
		<p>205.4 Campus Entertainment Allows for payment of expenses for official entertainment, community relations, or public relations when activities are directly related to the objective of the campus.</p>
		<p>210 MUS Internal Audit MUS Internal Audit Charter Establishes independent internal audit division to examine and evaluate MUS activities</p>

	<p>Affiliated Organizations Specifies how an organization may apply to be affiliated with MSU or have authorized use of MSU's name/facilities</p>	<p>218 Institutional Organization Lists organizational changes that require BOR approval</p>
		<p>219 Mission Statements; Montana University System Requires Commissioner to maintain copy of all campus mission statements approved by BOR; establishes 3-year review schedule for mission statements</p>
		<p>219.1 Institutional Mission Parameters; Montana University System Establishes institutional classifications to serve as mission parameters to guide MUS</p>
		<p>220 Higher Education Centers Allows for the establishment of (remote)off-campus higher education centers</p>
		<p>221 Authorization to Operate Postsecondary Institution in the State of Montana Requires any institution issuing a degree to get BOR approval (public or private)</p>
		<p>272 Perkins Act Establishes BOR as eligible agency for the federal Carl D Perkins Career and Technical Act.</p>

	<p>President/Chancellor/CEO Transition Audit Policy Requires Internal Audit conduct a risk-based transition audit to inform incoming leader of any major risk management, governance or control issues</p>	
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Great Falls College MSU	Montana State University	Board of Regents
201.1 Copyrighted Materials Rules regarding use of copyrighted materials		
201.1 Copyrighted Materials Confirms college's commitment to respect the intellectual property rights of those who create and publish original works of authorship, whether in written form or in other tangible media of expression.	Guidelines for Classroom Copying of Books and Periodicals Guidelines for educational fair use and copyright Enterprise Alleged Copyright Infringement Response Policy Outlines University responsibility for protection of copyrights and prevention of infringement; sets reporting requirements for suspected copyright violations	401.3 Copyrights Rules regarding creation and use of copyrighted materials 1901.1 Unauthorized Copying and Use of Computer Software Prohibits employee & student from making or using any unauthorized copy of computer software or related documentation
203.1 Faculty Tenure and Promotion Authorizes creation of tenure and promotion committee whose purpose is to ensure a fair and comprehensive review of candidates applying for tenure and/or promotion		706.1 Faculty Tenure Outlines rules regarding tenure
203.2 Adjunct Faculty Adjunct faculty handbook		
203.3 Faculty Voluntary Overload Outlines compensation for voluntary teaching exceeding contractual workload limits		
204.1 Course Enrollments Allows for cancellation of courses with inadequate enrollment; sets guidelines for cancelling courses		
204.15 Course Capacity Criteria for setting course capacity		
204.2 Piloting Courses Reasons for piloting courses		
206.1 Cadaver Establishes rules surrounding cadaver access & oversight		

<p>210.1 Attendance and No Show Requires class attendance and consequences for no-show</p>	<p>Conduct Guidelines & Greivance Procedures Outlines student conduct code, instructor responsibilities (grading, absences), student responsibilities, academic misconduct & classroom disruption</p>	
<p>211.1 Course Additions, Drop/Withdrawal Rules for adding classes or dropping/withdrawl from courses</p>		
<p>211.2 Credit Hour Defines credit hour based on classroom or direct faculty instrution (or equivalent)time & outside work time per week</p>		
<p>212.1 Prerequisites Requires override authorization for enrollment in course without necessary pre-requisite</p>		
<p>212.12 Placement Exam Retakes Sets timeline for retakes of placement exams</p>		<p>301.17 Mathematics and Composition Course Placement Requires mechanism for assessing student readiness for college level math and composition</p>
<p>213.1 Waitlist Allows for enrollment on waitlist for classes at capacity; waitlist does not guarantee enrollment in course</p>		
<p>214.1 Independent Study Guidelines for approval of independent study coursework</p>		
<p>214.2 Directed Study Guidelines for approval of directed study coursework</p>		
<p>215.1 Internships Guidelines for approval of internships</p>		

<p>216.1 Student Learning Outcomes Assessment Articulates the function of student learning outcomes assessment and clarifies campus stakeholders roles and responsibilities in carrying out student learning outcomes assessment.</p>	<p>Student Outcomes Assessment Policy Establishes program of student outcomes assessment with goal of improving student learning and performance</p>	
		<p>301 Admission Requirements Sets admission requirements for MUS institutions</p>
		<p>301.5 Transfer of Credits; MUS and Community Colleges Requires credits received at accredited institution be accepted toward elective requirements; campuses can determine if credits apply toward major or general education requirements</p>
		<p>301.5.1 System of Controls Establishes system of controls to ensure fair & equitable evaluation of transfer credits</p>
		<p>301.5.2 Outdated Coursework Sets requirements for old coursework acceptance toward degree work, general education, or elective requirements</p>
		<p>301.5.3 Minimum Course Grades Requires D in electives, C in general education or required coursework; allows programs to establish higher grade requirements</p>

		<p>301.5.4 Single Admissions File Allows for single admission file to follow student if transfer between MUS institutions</p>
		<p>301.5.5 Common Course Numbering Requires equivalent courses to be identified by same course numbering & title</p>
		<p>301.8 Academic Probation Rules regarding academic probation</p>
		<p>301.9 Academic Suspension Rules regarding academic suspension & reinstatement</p>
		<p>301.1 General Education Transfer Policy Establishes general education core that can be transferred between institutions</p>
		<p>301.12 Undergraduate Degree Requirements; Associate Degrees and Certificates of Applied Science Establishes requirements for degrees designed for transfer (AA/AS) and those designed for employment (AAS)</p>
		<p>301.14 Continuous Enrollment for Transfer Students; Montana University System Allows students to use graduation requirements from when first enrolled if stay continuously enrolled</p>

		<p>301.18 Developmental Education Rules for offering and evaluation of developmental coursework, sets reporting requirements for developmental education</p>
		<p>302 Academic Freedom BOR statement of support for academic freedom</p>
		<p>303.1 Academic Program Proposals; Montana University System Establishes process for new program proposals or modifications to existing programs</p>
		<p>303.3 Program Review Requires regular internal reviews of all academic programs</p>
		<p>303.4 Academic Program Moratorium and Termination Establishes process for placing programs in moratorium and terminating programs</p>
		<p>303.5 American Indian Study Requires all campuses offer a formal course (3 credit) in American Indian study</p>
		<p>303.7 Online Learning Establishes eLearning Advisory Committee to study and advise BOR on online education</p>
		<p>303.8 Inventory of Academic Programs Requires accurate and current inventory of all postsecondary educational programs offered by MUS institutions & community colleges</p>

		<p>303.9 Collaborative Programs Allows MUS institutions to establish joint programs</p>
		<p>304.1 Continuing Education; Credit Programs Rules for issuing continuing education credits in credit programs</p>
		<p>305.1 Simultaneous Registration Authorizes simultaneous registration on more than one MUS campus; allows students to request refund of excess fees due to simultaneous registration</p>
		<p>305.2 Common Academic Calendar Allows campuses to establish academic calendar; fall semester must end before Christmas</p>
		<p>306 Summer Session; General Allows campuses to offer summer session courses</p>
		<p>308.1 Faculty Exchange Agreements Allows for exchanging of faculty between MUS institutions</p>
		<p>309.1 Course Credits; Short Courses and Workshops Rules for assigning credits to short courses and workshops</p>
		<p>320.2 Accreditation; Montana University System and Community Colleges Requires campuses maintain accreditation by Northwest Commission on Colleges and Universities</p>

		<p>320.3 Recognition; Canadian Public Institutions Oulines rules around recognition of credits from Canadian colleges & universities</p>
		<p>322.2 Distinguished Service Awards Allows for the awarding of Distinguished Service Awards by BOR</p>
		<p>323.1 ISBN Numbers and Textbooks Requires posting of ISBN for all textbooks and course materials</p>
		<p>324.1 High School Student Identification Number Requires collection of high school ID on applications for all Montana high school graduates</p>
	<p>International Travel Policy Rules for international travel for students, faculty and staff; applies to all MSU affiliates</p>	<p>325 International Travel - Students, Faculty and Staff. Authorization/Registration, Health and Safety Requirements Rules for international travel for students, faculty and staff</p>

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300 Student Conduct and Grievance Outlines student conduct code, instructor responsibilities (grading, absences), student responsibilities, academic misconduct & classroom disruption	Conduct Guidelines & Greivance Procedures Outlines student conduct code, instructor responsibilities (grading, absences), student responsibilities, academic misconduct & classroom disruption	
301.1 Discrimination, Harassment, and Retaliation Prohibits engaging in prohibited conduct while engaged in activities directly related to the nature of their university affiliation.	Discrimination, Harassment & Retaliation Policy (4-campus) Prohibits engaging in prohibited conduct while engaged in activities directly related to the nature of their university affiliation.	
302.1 Equal Opportunity States comitment to equal opportunity for education, employment & participation in all college programs and activities		
302.3 Family Educational Rights and Privacy Act Rules surrounding the protection of privacy of student records	Family Educational Rights & Privacy Act Rules surrounding the protection of privacy of student records	
303.1 Drug Free Campus Prohibits manufacturing, distribution, sale, abuse of illicit or prescription drugs, or inappropriate use of alcohol at the college or any activity affiliated with the college.	Campus Alcohol and Drug Policy Outlines procedures for alcohol use on campus	
303.12 Medical Marijuana Prohibits use, possession, or cultivation of maijuana for medical purposes on campus property or at college sponsored event/activity	Campus Alcohol and Drug Policy Outlines procedures for alcohol use on campus	
303.2 Crime Awareness and Campus Security Outlines responsibility of everyone to be aware of campus safety and report criminal activity	Emergency Management Policy Establishes Emergency Management Task Force, which is responsible to review and maintain response and recovery plan	1009.1 Campus Security and Safety Requires campus to maintain safety and security policies consistent with Clery Act, including provisions for cooperation with local emergency services.

<p>304.1 Relationships with Students (duplicate of 407.2) Establishes clear guidelines and definitions for university employees and students to determine if relationship includes an imbalance of power & provide process for reporting, remediation, and enforcement of policy</p>	<p>Relationships with Students Establishes clear guidelines and definitions for university employees and students to determine if relationship includes an imbalance of power & provide process for reporting, remediation, and enforcement of policy</p>	
<p>306.1 Prior Learning Assessment Allows for learning acquired outside traditional college setting be evaluated for college credit at request of student; outlines process to receive credit for prior learning</p>		<p>301.19 Prior Learning Assessment (PLA) Allows for learning acquired outside traditional college setting be evaluated for college credit at request of student</p>
<p>306.3 Quarter to Semester Credit Conversion Table for converting quarter credits to semester credits</p>		
<p>306.4 Records of Deceased Students Outlines conditions that a deceased student's records would be released by the registrar's office</p>		
<p>306.5 Transfer Credits from Non-Regionally Accredited Institutions College will not accept courses as transfer credit from non-regionally accredited institutions</p>		
<p>307.1 Student Organizations Requires that student groups have relationships with educational mission of college</p>		<p>506.2 Associated Student Organizations and Officers Authorizes establishment of student government organizations & sets rules for operations</p>

<p>308.1 Grading Lists letter grade/GPA equivalency; rules surrounding auditing courses, taking courses pass/fail, incompletes, course repeats, and change of grade appeals</p>	<p>Conduct Guidelines & Greivance Procedures Outlines student conduct code, instructor responsibilities (grading, absences), student responsibilities, academic misconduct & classroom disruption</p>	
<p>308.2 Tuition and Fees Establishes rules for deferred payment, refunds of tuition & fees; allows college to refuse registration for students with overdue debt</p>		<p>940.6 Fee Deferment Authorizes campuses to develop a deferred payment plan for tuition & fees 940.7 Fee Refund Schedule Establishes timeline for refund of fees at different rates based on date of withdrawal 940.21 Authorization to Withhold Registration, Transcripts and Diplomas from Students Allows for the holds on transcripts and diplomas if student has overdue debt owing to campus</p>
<p>308.3 Honors Defines eligibility for Deans List and Honors graduation</p>		
<p>308.4 Posthumous Degrees Allows for awarding of posthumous degrees; sets standards for consideration</p>	<p>Posthumous Degrees Requirements for awarding of posthumous degrees</p>	
<p>310.1 High School Dual Enrollment Provides mechanism for eligible high school students to enroll in credit bearing college classes while still enrolled in high school.</p>		
<p>311.1 Academic Forgiveness/Fresh Start Allows for on-time opportunity for academic forgiveness; outlines process to request fresh start</p>		

<p>312.1 Employer/Recruiter Rules for eligibility to for organization to utilize GFC employment services</p>		
<p>313.15 Test Proctoring for Non-Campus Students Allows for collection of proctoring fee for non-GFC students</p>		
<p>314.1 Eagle Feather Ceremony-Distribution of Eagle Feathers Allows institution to gift graduating students of eligible Native American heritage with 1 eagle feather.</p>		
		<p>504.6 Compliance with Military Selective Service Act Requires each campus adopt financial aid policies in compliance with MCA 20-1-225 & Military Selective Services Act</p>
		<p>506.3 Montana Associated Students Establishes multi-campus Montana Associated Students with members from all campuses; outlines function of group</p>
		<p>506.4 Reciprocal Services for Students on Academic Assignment Requires providing reciprocal services to students from other campuses if students are on approved, temporary, FT academic assignment out of their home area</p>
	<p>Title IX Grievance Procedure (4-campus) Procedures for resolution of reports of discrimination based on protected class</p>	<p>507 Title IX Requires each campus to establish policies and procedures to ensure compliance with federal Title IX rules</p>

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<p>401.1 Equal Opportunity Affirms comitment to equal opportunity for education, employment and participation in college programs</p>		
<p>401.2 Discrimination Harassment and Retaliation (4 campus policy) Prohibits discrimination, harassment and retaliation based on protected class status</p>	<p>Discrimination Harassment and Retaliation (4 campus policy) Prohibits discrimination, harassment and retaliation based on protected class status</p>	<p>703 Non-Discrimination, MUS Prohibits discrimination, harassment and retaliation based on protected class status</p>
<p>401.3 Procedures for Resolving Complaints of Unlawful Discrimination Outlines process for resolving discrimination complaints</p>	<p>Discrimination Grievance Procedures Outlines process for resolving discrimination complaints</p>	
<p>401.4 Americans with Disabilities Outlines web design standards for creating an accessible website</p>	<p>Enterprise Web Accessibility Policy Clarifies the requirements for web pages and web content to assure individuals with disabilities are provided equal opportunity to participate in the university's programs and activities offered through the university's website</p>	
<p>402.1 Employment Definitions and Categories Defines types of employees and employment</p>	<p>Employee Categories Defines types of employees and employment</p>	<p>702.1 Appointment of Faculty Requires faculty be appointed as tenure or non-tenure eligible 707 Classification Authorizes MUS employee classification system separate from state classifications 711.1 Employment Contracts (non-faculty) Delegates authority to approve professional employment contracts to Commissioner of Higher Education</p>

<p>402.2 Pre-Employment Background Check Requires pre-employment background checks for faculty, professional and classified staff</p>	<p>Pre-Employment Background Check Requires pre-employment background checks for faculty, professional and classified staff</p>	
<p>402.25 Background Checks and Program Information for College-Sponsored Programs Requires a background check for all employees, students or volunteers interacting with students in college sponsored programs</p>	<p>Background Checks and Program Information for College-Sponsored Programs for Children & Youth Requires criminal background check and sex offender registry check within 12 months prior to working with children and youth; applies to staff and volunteers</p>	
<p>402.4 Conflict of Interest Requires avoidance of real or perceived conflict of interests; defines conflict of interest</p>	<p>Conflict of Interest Policy (4 campus) Requires avoidance of real or perceived conflict of interests; defines conflict of interest</p>	<p>770 Conflicts of Interest Requires employees to avoid actual or apparent conflicts of interest between university system duties and personal or professional activities outside the university system</p> <p>407 University System Employee Equity Interest and/or Business Participation BOR approval required for employee to have equity interest, develop intellectual property or serve on board of directors of entity with MUS agreements</p> <p>760 Service on Outside Governing Boards Outlines allowable service on outside governing boards for MUS leadership</p>
<p>402.45 Consulting Activities Prohibits outside consulting for a fee during normal work schedule unless employee takes paid/unpaid leave; encourages discussion with supervisor if concern about conflict of interest</p>	<p>Consulting-Nonfaculty Employees Prohibits outside consulting for a fee during normal work schedule unless employee takes paid/unpaid leave; encourages discussion with supervisor if concern about conflict of interest</p>	

402.5 Student Employment Program Rules for non-work study student workers		
403.1 New Employee Orientation Guidelines for new employee orientation		
403.2 Probationary Period Defines probationary period for faculty and classified staff	Classified Employee Probationary Period Defines probationary period for classified staff	
403.3 Employee Benefits GFC administers group insurance benefit program; outlines other benefits available to employees		
403.5 Employee Identification Cards Picture identification cards available to personnel		
403.6 Performance Management Requires annual evaluation for classified and professional staff	Performance Evaluation Requires annual evaluation for classified and professional staff	
403.7 Outside Employment Prohibits outside employment that interferes with responsibility to college; prohibits use of state resources or time to conduct business for outside employment		
403.8 Drug Free Workplace Requires college to make good faith effort to maintain a drug-free workplace.	Campus Alcohol and Drug Policy Outlines procedures for alcohol use on campus Drug, Alcohol and Tobacco Free Workplace Requires college to make good faith effort to maintain a drug-free workplace.	503.1 Alcoholic Beverages Requires campuses set policy governing possession, consumption, sale and service of alcohol on campus property 740 Drug and Alcohol Testing Allows for drug testing of employees who require commercial drivers license for their employment

<p>403.82 Medical Marijuana Prohibits use of marijuana for medical purposes on college property or at off-campus college-sponsored event/activity</p>		
<p>403.9 Gratuities, Donations and Fundraising Prohibits employees from accepting money, goods, unrelated services, entertainment or any form of gratuity from anyone in a business or financial relationship with the college.</p>		
<p>403.10 Resignation Requests timely, written notification of resignation; outlines benefit eligibility and leave payouts upon resignation.</p>	<p>Separation from Employment Policy Requests timely, written notification of resignation; outlines benefit eligibility and leave payouts upon resignation; outlines types of terminations</p>	<p>710.2.2 Termination; faculty for cause Establishes adequate cause for faculty termination & procedure for termination for cause</p>
<p>403.11 Non-Employee Appointments Outlines rules regarding appointment of non-employee personnel (student affiliate or volunteer)</p>	<p>Non-Employee Appointments Outlines rules regarding appointment of non-employee personnel (student affiliate or volunteer)</p>	
<p>403.12 Volunteers Defines volunteers</p>	<p>Volunteer Policy Establishes guidelines and procedures for the use of volunteers by the university</p>	
<p>404 Benefits Defines benefits available to employees</p>		
<p>404.1 Retirement Programs College administers retirement program for staff, faculty & administration</p>		<p>803.2 Retirement; University System Retirement Plan Outlines eligibility for, contributions to, & administration of Montana University System Retirement Plan</p>
<p>404.2 Tax Sheltered Plans College offers tax sheltered suplimental retirement plan</p>		

<p>404.3 Insurance Plans Collee provides health insurance for employees working more than 20 hours per week; eligible dependents can be covered on health insurance</p>		<p>804.1 Self-Insurance Group Insurance Plan Authorizes establishment of self-insured group insurance plan, administration of plan</p>
<p>404.4 Worker's Compensation College promotes healthy and safe environment & provides workers compenation insurance</p>	<p>Worker's Compensation College promotes healthy and safe environment & provides workers compenation insurance</p>	<p>713.1 Workplace Safety; Workers Compensation College promotes healthy and safe environment & provides workers compenation insurance; requires designation of at least one person to be campus-wide authority on & responsibility for occupational safety, health and loss control activities</p>
<p>404.41 Stay-at-Work/Return-to-Work College will provide assistance to injured worker to stay at or return to meaningful work as soon as medically able</p>	<p>Stay-at-Work/Return-to-Work (4-campus) University will provide assistance to injured worker to stay at or return to meaningful work as soon as medically able</p>	<p>713.2 Workers Compensation--Early Return to Work/Modified Duty Requires Stay-At-Work/Return-to-Work assistance to eligible MUS employees;</p>
<p>404.5 Tuition Fee Waiver Outlines rules and procedures for staff & dependent waivers</p>	<p>Tuition Fee Waiver Outlines rules and procedures for staff & dependent waivers</p>	<p>940.13 Tuition Waivers & Discounts Authorizes discretionary tution waivers & lists BOR mandated waivers 940.32 Tuition Waiver for Dependents Establishes eligibility and benefit for employee dependent tuition waivers</p>
<p>405.1 Accidents Requires employees to report all accidents that involve self, students or visitors</p>	<p>Worker's Compensation College promotes healthy and safe environment & provides workers compenation insurance</p>	
<p>405.2 Communicable Disease College will follow guidelines of MT Boad of Health when documented case of communicable disease.</p>		

<p>405.3 HIV Employment Policy Statement Allows for HIV positive employees to work at college</p>		<p>1908 AIDS Policy Prohibits discrimination based on HIV/AIDS infection</p>
<p>405.4 Campus Security and Safety Commitment to maintain safe environment</p>	<p>Environmental Health and Safety Policy Commitment to maintaining safe and healthy environment</p>	
<p>405.5 Processing Threat Reports Prohibits threats of any kind against students, faculty, staff or administration; outlines disciplinary steps if person making threat is an employee</p>	<p>Workplace Violence Prevention & Policy Guidelines Commitment to maintaining environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior; how to report behavior</p>	
<p>406.1 Sick Leave Rules for earning and using sick leave</p>	<p>Sick Leave Rules for earning and using sick leave</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR 801.8 Transferability of Sick and Annual Leave Employees transferring between system campuses will have annual and sick leave balances transfer</p>
<p>406.15 Sick Leave Donations Outlines rules for donating sick leave to other employees</p>	<p>Donated Sick Leave Outlines rules for donating sick leave to other employees</p>	<p>801.7.1 Sick Leave Allows campuses to establish pool for sharing of sick leave among employees</p>
<p>406.2 Family Medical Leave Outlines eligibility for and usage of family medical leave allowed under FMLA</p>	<p>Family and Medical Leave Act Policy (4 campus) Outlines eligibility for and usage of family medical leave under FMLA</p>	

<p>406.25 Lactation Accommodation Allows for breastfeeding in all campus spaces; college will provide space and time for employee wishing to breastfeed or express milk</p>	<p>Breastfeeding Policy Allows for breastfeeding in all campus spaces; college will provide space and time for employee & students wishing to breastfeed or express milk</p>	
<p>406.3 Personal Leave Outlines personal leave rules for full time faculty</p>	<p>MSU Faculty Handbook--Leave & Benefits Outlines personal leave rules for full time faculty</p>	<p>801.14.1 Vacation leave; academic-ranked faculty Outlines leave rules for full time faculty</p>
<p>406.4 Annual Leave Rules for accruing and using annual leave</p>	<p>Annual Leave Rules for accruing and using annual leave</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR 801.8 Transferability of Sick and Annual Leave Employees transferring between system campuses will have annual and sick leave balances transfer</p>
<p>406.5 Holidays Lists paid holidays for professional and classified staff</p>	<p>Holidays & Holiday Pay Policy Lists paid holidays for professional and classified staff</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR 801.5 Holiday Exchanges Exchanges Columbus Day for the day after Thanksgiving</p>
<p>406.6 Jury Duty and Witness Requires employees submit any jury compensation received to the college, unless employee used annual leave to serve on jury; allows Dean to request the court excuse an employee from jury duty</p>	<p>Jury Duty and Witness Leave Requires employees submit any jury compensation received to the college, unless employee used annual leave to serve on jury; allows Dean to request the court excuse an employee from jury duty</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR</p>

<p>406.7 Public Service Leave Employee elected/appointed to public office can take up to 180 days of leave without pay</p>	<p>Leave of Absence Without Pay Allows for leave without pay at managers' discretion</p>	
<p>406.8 Military Leave Rules for earning and using military leave</p>	<p>Military Leave Rules for earning and using military leave</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR</p>
<p>406.9 Disability Leave Allows employee to request a leave of absence due to short term or long term disability; used concurrently with FMLA</p>		
<p>406.10 Leave of Absence Allows for leave without pay at managers' discretion</p>	<p>Leave of Absence Without Pay Allows for leave without pay at managers' discretion</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR 801.3 Leave Without Pay Eligibility for and procedures to use leave without pay</p>
<p>407.1 Employee Standards of Conduct Rules for employee conduct; defines inappropriate conduct</p>	<p>Public Employee Responsibilities Outlines unique role of public trust, records, participation; reminds that email should be for official business only and is subject to public records; prohibits political activity</p>	
<p>407.2 Relationships with Students (duplicate of 304.1) Establishes clear guidelines and definitions for university employees and students to determine if relationship includes an imbalance of power & provide process for reporting, remediation, and enforcement of policy</p>	<p>Relationships with Students Establishes clear guidelines and definitions for university employees and students to determine if relationship includes an imbalance of power & provide process for reporting, remediation, and enforcement of policy</p>	

<p>407.3 Confidentiality Requires release of confidential information to authorized personnel only</p>	<p>Personnel Records Outlines items allowed in personnel record and what is considered confidential vs public information</p>	
<p>407.4 Personal Business Prohibits use of college assets for personal business; includes use of college name/logo, excessive copying, printing, faxing</p>	<p>Use of University Property, Services, and Resources Prohibits use of college assets for personal business; includes use of college name/logo, excessive copying, printing, faxing</p>	
<p>407.5 Political Activities Prohibits use of college name/time/resources for any kind of political activity</p>	<p>Public Employee Responsibilities Outlines unique role of public trust, records, participation; reminds that email should be for official business only and is subject to public records; prohibits political activity</p>	
<p>407.6 Solicitation or Distribution Prohibits solicitation, distribution, or posting of any unauthorized material to any employee during work hours;</p>	<p>Facilities Use Manual: Sales/Promotions and Commercial Activities Outlines rules for commercial activity on campus</p>	
<p>407.7 Disciplinary Procedures Outlines disciplinary process for performance issues and/or gross misconduct</p>	<p>Performance Management & Progressive Discipline Outlines disciplinary process for performance issues and/or gross misconduct</p>	
<p>407.9 Nepotism Prohibits participation in decision making which may benefit or hurt a relative of employee</p>	<p>Relationships in the Workforce Prohibits participation in decision making which may benefit or hurt a relative of employee</p>	
<p>408 Grievance Procedure Outlines grievance procedure for employees</p>	<p>Employee Grievance Policy & Procedure Outlines grievance procedure for employees</p>	
	<p>Telework Policy Guidance on allowance of long term telework arrangements</p>	

	<p>Reasonable Accommodations for Employees and Applicants with Disabilities (4 campus) University will make reasonable accommodation for an employee or applicant with a disability; process for exploring accommodation</p>	
	<p>Maternity and Parental Leave Policy (4 campus) Implements maternity and paternity leave allowed by state law; prohibits discrimination based on pregnancy or childbirth related health condition.</p>	<p>708.1.1 Department of Administration Personnel Policy Implementations Outlines which MT Dept. of Admin personnel policies fully adopted by BOR</p>
	<p>Moving & Relocation Expenses Establishes requirements for reimbursing moving and relocation expenses of employees</p>	
	<p>Personnel Records Outlines items allowed in personnel record and what is considered confidential vs public information</p>	
	<p>University Sponsored Charitable Giving Outlines process for university sponsored campaigns & eligibility of organizations</p>	
		<p>705.3 Performance Evaluation; Student Evaluation of Faculty Teaching Requires regular evaluation of instruction; must include student evaluation of teaching</p>
		<p>710.2.1 Termination; faculty--financial exigency Allows for termination of tenured faculty for reasons of financial exigency</p>

		<p>711.1 Employment Contracts (non-faculty) Delegates authority to approve professional employment contracts to Commissioner of Higher Education</p>
		<p>712.1 Post Retirement Employment Allows campuses to enter a post-retirement agreement with any faculty member or regent contract employee</p>
		<p>730 Minimum Qualifications for Faculty in Two-Year Degree Programs Establishes minimum qualifications for faculty in two-year degree programs (transfer, career/technical & continuing education)</p>
		<p>802.3 Salaries; summer session Establishes maximum salary for summer teaching contract for 9-month faculty</p>
		<p>804.4 Indemnification MUS employees entitled to immunization, defense and indemnification when sued civilly for their actions taken within the course and scope of employment</p>

Great Falls College MSU	Montana State University	Board of Regents
501.1 Safeguarding Customer Information Outlines requirements for safeguarding privacy and confidentiality of personal information	Identity Theft Prevention Program In compliance with FTC Red Flags Rule, MSU has implemented program to detect, prevent, and mitigate identity theft.	960.1 Identity Theft Detection, Prevention, and Mitigation Requires each campus to establish & maintain an identity theft prevention
501.2 Fiscal Misconduct Establishes procedures for reporting and resolving known or suspected fiscal misconduct.	Fiscal Misconduct—Affiliated Campuses Policy Establishes procedures for reporting and resolving known or suspected fiscal misconduct.	
502.1 Dishonored Checks Establishes uniform guidelines for collection of checks returned to College unpaid	MSU Business Services Manual, 120.00 Returned Checks (NSF) Establishes uniform guidelines for collection of	
503.1 Travel Policy Outlines MT regulations regarding employee travel	MSU Business Services Manual, 510.0 Travel Outlines MT regulations regarding employee travel	807.1 Employee Travel Requires unites of MUS to comply with state statues regarding travel
503.2 Vehicle Use Defines acceptable use of college owned vehicles	Vehicle Use Reiterates state of Montana and Board of Regents vehicle use policy MSU Business Services Manual, 550.1 Transportation Outlines rules surrounding modes of travel for institutional travel HR Policy--Vehicle Use	1002.2 Vehicle Policy and Procedures Establishes requirements for vehicle usage beyond state vehicle use policy
503.3 Mileage Rates Provides reimbursement rates for institutional travel in a personal vehicle	MSU Business Services Manual, 550.1 Transportation Outlines rules surrounding modes of travel for	
504.1 Fundraising & Gifts Gives direction concerning institutional fundraising activities	Acceptance and Processing of Gift Clarifies responsibilities of MSU and MSU Foundation to avoid confusion and assure compliance with state & federal law	901.7 Donations Differentiates between funds donated to campus and funds donated to affiliated foundations
505.1 Late Initial Registration Fee Establishes late fee for students registering on the first day of class or later.		940.4 Late Registration Fee Establishes a uniform \$40 late registration fee

<p>506.1 Service Fees Allows programs to provide goods and services to private individuals if provides appropriate experience to students</p>		
<p>507.1 Annual Inventory Requires departments with resale inventories to conduct yearly inventory for financial statement reporting purposes.</p>	<p>Annual Inventory Policy Requires departments with resale inventories to conduct yearly inventory for financial statement reporting purposes.</p>	
<p>507.2 Inventory Surplus Confirms that college abides by MCA policies on dispensation of surplus property</p>	<p>Property Management Policy Rules regarding safeguarding, accounting for and disposing of University assets Enterprise IT Asset Management Policy Authorizes central IT department tracking and management of IT assets, as well as user’s requirement to follow campus asset tracking procedures</p>	<p>1308 Disposal of Computer Storage Devices Addresses disposal of electronic information storage devices owned by campuses of the MUS, including those contained within or attached to personal computers, servers, laptops, mobile devices, or any other computing devices, accessory equipment, or stand-alone devices that store electronic data, information, and/or software programs; outlines disposal requirements for protecting these IT assets by either of two methods: (1) destruction of the IT device; or, (2) complete removal of all electronic data from the computer storage device</p>
<p>508.1 Campus Entertainment Allows for payment of expenses for official entertainment, community relations, or public relations when activities are directly related to the objective of the campus.</p>	<p>MSU Business Services Manual, 460 Hospitality Approval Allows for payment of expenses for official entertainment, community relations, or public relations when activities are directly related to the objective of the campus.</p>	<p>205.4 Campus Entertainment Allows for payment of expenses for official entertainment, community relations, or public relations when activities are directly related to the objective of the campus.</p>

<p>509.1 Indirect Cost (IDC) Expenditures Establishes guidelines for spending of IDC received from federal or state grants</p>		
<p>510.1 Honoraria and Non-Employment Stipends Differentiates between an honorarium and non-employment stipend</p>		
<p>Purchasing Guidelines Establishes requirements for procurement of goods and services on behalf of University; policy governed by slate law, state regulations and Procurement Delegation Agreement for MSU</p>	<p>Procurement Policy Establishes requirements for procurement of goods and services on behalf of University; policy governed by slate law, state regulations and Procurement Delegation Agreement for MSU</p>	
		<p>901.1 Renewal and/or Replacement of Equipment in Recharge Centers Allows for establishment of renewal & replacement accounts</p>
		<p>901.6 Facilities Maintenance Account Allows for establishment of a CUF funded, deferred maintenance reserve account & outlines rules for spending funds</p>
		<p>901.8 Student Payroll FICA Exemption Exempts student workers from FICA tax</p>
		<p>901.1 Retirement Costs Revolving Account Allows for the establishment of a CUF funded retirement cost reserve account to offset the costs of retirement payouts</p>

		<p>901.11 Negative Fund Balances Requires positive fund balances in each fund and functional unit at the end of each fiscal year.</p>
		<p>901.13 Use of General Operations Savings to Establish Scholarship and Stipend Accounts Allows for establishment of a CUF funded scholarship account to fund the costs of certain scholarships</p>
	<p>Reserve Revolving Account Policy Sets rules for recording and tracking transactions into and out of reserve revolving accounts, as well as approved uses of funds.</p>	<p>901.15 Establishment of Reserve Revolving Accounts Allows for establishment of a CUF funded general reserve account to be used to mitigate the impact of unanticipated revenue shortfalls &/or unavoidable increases in expenditures</p>
		<p>920.1 Information Technology and Telecommunications Equipment and Contracts; Purchase or Procurement Establishes threshold for Commissioner approval of IT contracts</p>
		<p>940.1 Residency Policy Establishes rules surrounding classification as in-state or out-of-state for tuition purposes</p>
		<p>940.2 Application Fee Requires the charging of a non-refundable application fee</p>
		<p>940.3 Mandatory Fees Allows for the assessment of mandatory fees & establishes spending approval requirements</p>

		<p>940.5 Transcript Fee Authorizes the assessment of a transcript fee</p>
		<p>940.8 Montana Resident Undergraduate Student Financial Aid Outlines framework for state funded financial aid for MT resident students.</p>
		<p>940.9.1 Use of Plant Funds; Including Student Building Fee Reserves, for Projects Under \$75,000 Grants President authority to spend under \$75k on building projects</p>
		<p>940.9.2 Use of Plant Funds; Including Student Building Fee Reserves, for Projects Over \$75,000 Plant fund expenditures between \$75-\$350k need President and Commissioner approval; projects over \$350k must have BOR approval</p>
		<p>940.12.1 Tuition and fee approval; Disclosure of total cost of attendance BOR approves all tuition and fees every 2 years, must include total cost of attendance</p>
		<p>940.13 Tuition Waivers and Discounts Outlines specific tuition waivers authorized & ways waivers can be applied.</p>
		<p>940.18 Audit and Listener Fees Authorizes charge of tuition and fees for students auditing or listening to a course</p>

		<p>940.2 Annual Tuition and Fees for eLearning; Montana University System Allows for special tuition for online only, non-resident students; allows for waiver of some fees for online only students</p>
		<p>940.31 Policy Statement on Tuition Establishes goals/criteria used in setting tuition levels</p>
		<p>950.1 Municipal Finance Consolidation Act Allows for the financing of projects through the state Board of Investments; Commissioner &/or BOR approval required.</p>
		<p>970.1 Biennial Allocation of State Funding to Montana University System Campuses Establishes funding allocation methodology for state funding</p>
	<p>Credit Card Policy Establishes requirements for the approval and responsibilities of departments approved to accept credit card payments for university charges.</p>	
	<p>MSU Business Services Manual, 436 Alcohol Purchase Policy Allows for purchase of alcohol with non-CUF funds if policy and state law is followed.</p>	

Great Falls College MSU	Montana State University	Board of Regents
<p>600.1 Space Management Establishes a framework for the use, allocation and review of Great Falls College MSU's physical assets.</p>	<p>Space Management Policy Establishes a framework for the efficient use, equitable allocation and periodic review of MSU's physical resources to support the University's mission</p>	<p>1008 Use of campus facilities Allows use of campus facilities by those not associated with the school and allows for the establishment of institutional policies for facilities use 1909 Competition with Private Sector Prohibits campuses from engaging in activities that compete with the private sector</p>
<p>600.2 Trespass Establishes right to prohibit, limit or restrict access to use of facilities as may be necessary to provide for safe and orderly conduct of College operations 600.3 Event Management & Campus Use Provides framework for the use of GFC for non instructional purposes 606.1 Animals on campus Prohibits non-service animals on campus</p>	<p>Facilities Use Manual General Provisions *Use Regulations & Limitations *Solicitation of Charitable Contributions *Sales/Promotions & Commercial Activities *Restricting Access to Campus Property</p>	<p>1008 Use of campus facilities Allows use of campus facilities by those not associated with the school and allows for the establishment of institutional policies for facilities use</p>
<p>601.1 Weapons Establishes restrictions regarding the possession, carry, transportation and storage of firearms and weapons on university premises.</p>	<p>University Weapons Policy Establishes restrictions regarding the possession, carry, transportation and storage of firearms and weapons on university premises.</p>	
<p>601.3 Tobacco Use Prohibits the use of all tobacco products on GFC campus</p>	<p>Tobacco Free Campus Prohibits the use of all tobacco products on MSU campus</p>	
<p>601.4 Skateboards, Skates, Bicycles & All-Terrain Vehicles on campus Establishes rules of use for personal transportation devices</p>	<p>Personal Transportation Device Establishes rules of use for personal transportation devices</p>	

<p>602.1 Internal Advertising & Posting Establishes right to place restrictions on advertisement and postings on campus</p>		
<p>603.1 Alcohol at Campus Events Establishes rules for serving alcohol on campus for campus and outside group events</p>	<p>Campus Alcohol and Drug Policy Outlines procedures for alcohol use on campus</p>	<p>503.1 Alcoholic Beverages Requires campuses set policy governing possession, consumption, sale and service of alcohol on campus property</p>
<p>604.1 Naming of Campus Spaces Stipulates how naming recognition should be proposed, examined and awarded; specifically for spaces outside scope of BOR policy 1004.1</p>	<p>Commemorative Tributes Policy Provides guidance for commemorative naming of space owned by the state of Montana under the control of MSU</p>	<p>1004.1 Naming of Buildings Outlines which property or programs need BOR approval for naming rights and which do not require BOR approval.</p>
<p>605.1 Minor Children on Campus Establishes restrictions on unattended and/or disruptive minor children on GFC's campus</p>		
	<p>Parking Regulations Establishes parking rules and regulations on MSU campus</p>	<p>1002.1 Vehicle Regulations and Parking Authorizes campuses to enforce rules and regulations concerning parking and operation of vehicles on campus; establishes \$100 fine for parking in handicap spot</p>
		<p>1003.4 Capital Improvement Projects Requires campus compliance with MCA 18-2-112 and policies and procedures of MT A&E in procuring services of architects for capital improvement projects</p>

		<p>1003.4.2 Capital Construction bids exceeding authorization Outlines process for securing additional spending authorization when bids exceed initial authorization.</p>
	<p>Heritage Buildings and Sites Outlines commitment to protecting historically significant properties on MSU campus</p>	<p>1003.5 Removal, demolition or substantial alteration of University System property Outlines process for establishing building as heritage property & makings changes to facilities once heritage property designation is in place</p>
		<p>1003.6 Transfer of interest in real property Requires board approval for any transfer of interest in real property.</p>
	<p>Construction Activities Policy Identifies Facilities Planning, Design & Construction department as in charge of operating, maintaining and preserving value of MSU physical facilities, including all construction activity</p>	<p>1003.7 Authorization for building projects Requires all new construction or renovation in excess of \$350,000 be authorized by BOR & establishes process for approval</p>
		<p>1005.1 MUS Environmental Review Requires conduction of environmental review for major actions which significantly affect the quality of the human environment on campus.</p>

		<p>1006 Security and Law Enforcement Operations</p> <p>Allows president/chancellor/dean general control over police/security department on campus; allows for contracting with private security companies; allows for firearm carry only by law enforcement or contracted security personnel</p>
	<p>Filming, Photography and Audio Recording on Campus</p> <p>Governs the activities of filming, photography and audio recording on the MSU campus and its properties (either owned or leased) and at university events (on and off-campus), the issuance of permits, and assessment of fees for such activities</p>	
	<p>Unmanned aircraft systems</p> <p>Outlines rules regarding university sponsored and non-university sponsored use of unmanned aircraft systems</p>	
	<p>Video Surveillance</p> <p>Regulates the use and manner in which video surveillance devices are authorized and used.</p>	

Great Falls College MSU	Montana State University	Board of Regents
<p>701.1 Campus Networking Establishes college’s responsibility in centrally managing electronic information and network</p>	<p>Enterprise Technology Management Policy Establishes university’s responsibility in managing technology to preserve and protect the information and computing resources and infrastructure.</p>	<p>1302 Privacy, Security & Monitoring This policy outlines the general rules governing the MUS’s rights and responsibilities to monitor the use of the computers and networks it operates, and the balance between those rights and responsibilities and the expectation of a reasonable degree of privacy in the use of those facilities by users.</p>
<p>701.2 Computer and Network Usage Outlines user responsibilities for hardware and network use & requiring compliance with existing laws; guarantees student access to network and hardware; reminds users of the public nature of college network; prohibits using college network for harassment/slander; prohibits circumventing of security measures in place 702.1 Student Computer Room Usage</p>	<p>Enterprise IT Acceptable Use Policy Requires employee and student compliance with existing laws and policies governing information technology or governing activities that are not specific to information technology but may occur during and through the use of information technology</p>	<p>1303.1 Employee User Responsibilities 1304.1 Student User Responsibilities 1305.1 Patron User Responsibilities User responsibilities for safekeeping IT & information resources, including minimizing unnecessary network traffic, respecting integrity of physical facilities and controls, and compliance with applicable laws and ordinances</p>
<p>703.1 Student Email Establishes campus email assigned to each student is official means of sending electronic messages to students</p>	<p>Student Email Policy (in Student Success Category) Ensures all students have access to electronic communication; establishes electronic communication as an official means for communication within MSU</p>	<p>1303.3 Employee Electronic Mail 1304.3 Student Electronic Mail Outlines acceptable use of MUS provided email systems; notes that messages created, sent or received using MUS system</p>
<p>704.1 Electronic Communication Devices for College Business Provides guidelines for the use of mobile</p>	<p>Mobile Communication Device Policy Provides guidelines for the use of mobile communication devices for university business</p>	<p>Mobile Communication Devices Provides guidelines for use of mobile communication devices for university</p>

<p>705.1 Peer-to-Peer File Sharing Sets expectations for the members of the college community of their individual and corporate responsibilities towards the use of Peer-to-Peer applications using the college network.</p>		<p>1303.2 Employee Internet Services 1304.2 Student Internet Services Outlines acceptable uses for campus provided internet, as well as prohibited uses; affirms requirement to follow copyright laws regarding software or intellectual property; notes that internet access and services can be monitored</p>
<p>706.1 Data Stewardship Establish minimum guidelines for the management and protection of institutional data as outlined in the MSU Data Stewardship Policy</p>	<p>Enterprise Data Stewardship Policy Establishes Data Stewards on each campus; sets expectations of Data Stewards for maintaining confidentiality, integrity and availability of University data;</p>	<p>1300.1 Security of Data and IT Resource Established campus requirement for data security policy, including incident response plan</p>
		<p>1306 Logging On and Off Computer Resources Sets requirement and users must secure resources by logging off or locking resources when not in use; requirement for warning banner at log in screen</p>
	<p>Enterprise IT Finance Policy Authorizes departmental charge back for IT services to support cost of infrastructure replacement & expansion, as well as supporting the 'common good' needs</p>	<p>901.1 Renewal and/or replacement of equipment in recharge centers Authorizes establishment of recharge centers for the purpose of accumulating costs and revenues for campus wide service activities 940.3 Mandatory Fees Requires committee (50% students) provide input on use of Computer mandatory fee & 10% fee revenue reserved for OCHE</p>

		<p>902.1 IT & Telecommunications equipment & contracts procurement</p> <p>Establishes OCHE approvals necessary for purchase of IT hardware or software</p>
	<p>Enterprise Governance Policy</p> <p>Establishes structure for governance and planning of enterprise IT; tasks each campus to develop, maintain and follow a long range strategic plan for maintenance, growth, development, improvement and replacement of IT investments.</p>	
	<p>Enterprise IT Resource Management Policy</p> <p>Outlines prioritization process for IT purchases/deployment; establishes enterprise IT governing committee & its role</p>	
	<p>Enterprise IT Security Incident Response Policy</p> <p>Governs the general response to and handling of computer and information security incidents; establishes responsibility and accountability for addressing suspected computer security incidents and investigations</p>	

Great Falls College MSU	Montana State University	Board of Regents
801.1 Lifelong Learning Defines role of Lifelong learning; outlines key programs, rules regarding minors	Guidelines for University Programs for Children Guidelines for operating programs for minors	
801.4 Awarding of Continuing Education Units Outlines process for receiving CEU's for Lifelong Learning courses		940.1 Continuing Education Fees CEUs charged minimum fee of \$70/credit 304.2 Continuing Education; Non-credit Programs Rules for non-credit continuing education programs (CEU)
801.6 Cancellation & Refund Timeline and process for cancelling classes and issuing refunds		

Great Falls College MSU	Montana State University	Board of Regents
901.1 Library Conduct Conduct expectations in library		
901.2 Appeals Allows for appeal of library fine; process for filing appeal		
901.3 Children in the Library Prohibits children under 14 from using library computers without parent/guardian present		
902.1 Undergraduate Borrowers Materials usage guidelines for undergraduate borrowers		
902.2 Graduate Borrowers User guidelines for MSU Graduate student borrowers		
902.3 Distance Student Borrowers User guidelines for distance students		
902.4 Faculty and Staff Borrowers User guidelines for faculty & staff borrowers		
902.5 Community Patrons Usage guidelines for community patrons		
902.6 Affiliate Faculty Status User guidelines for affiliate or retired faculty & staff		
903.1 Reserve Materials Process for reserving materials		
903.2 Interlibrary Loan Services Outlines who can utilize interlibrary loan and process to make a request		
903.3 Collection Development Outlines collection development process		
904.1 Wireless Laptop Checkout Guidelines for checkout and usage of college laptops		

905.1 Group Study Rooms Useage guidelines for library study rooms		
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