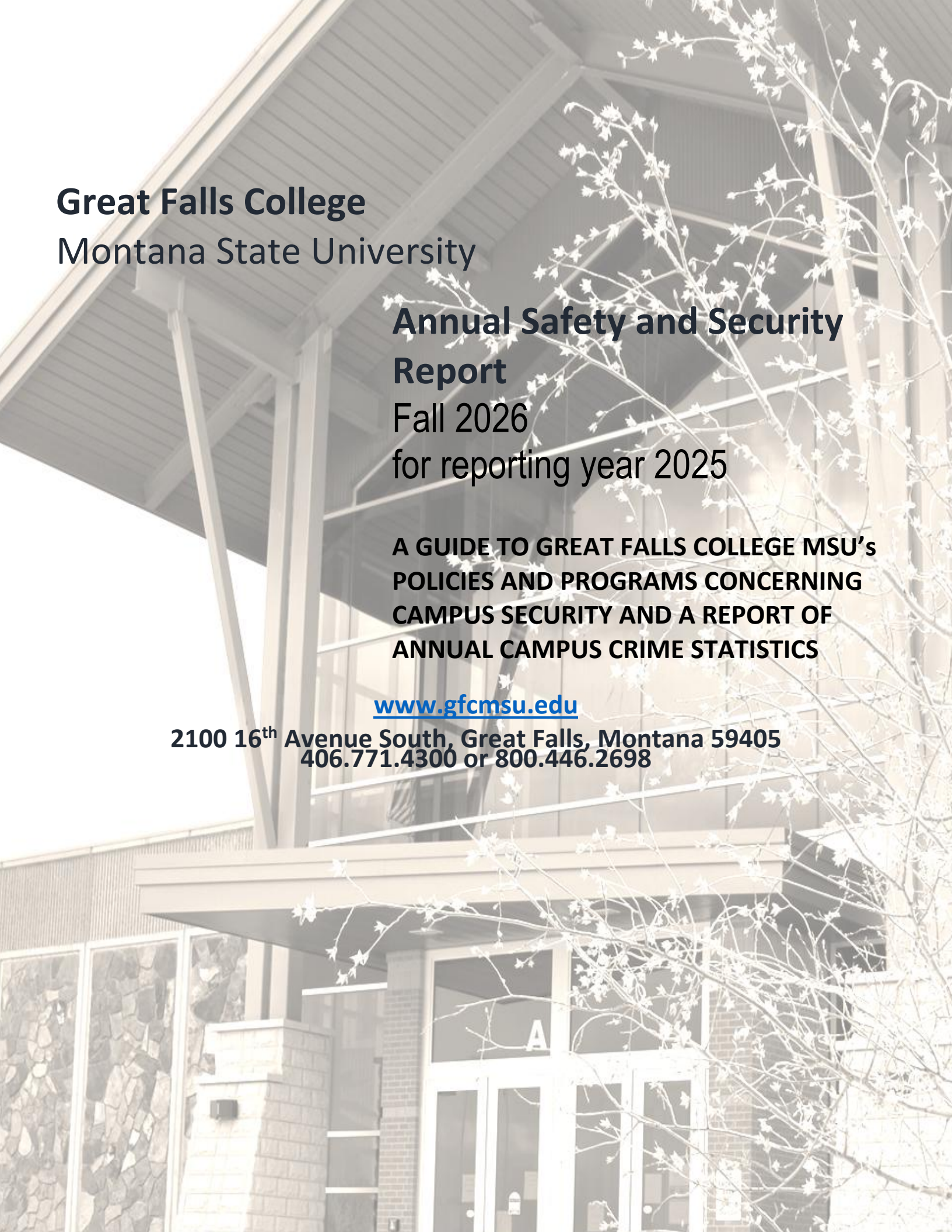


Great Falls College
Montana State University

Annual Safety and Security Report
Fall 2026
for reporting year 2025

A GUIDE TO GREAT FALLS COLLEGE MSU's POLICIES AND PROGRAMS CONCERNING CAMPUS SECURITY AND A REPORT OF ANNUAL CAMPUS CRIME STATISTICS

www.gfcmsu.edu

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From the Office of the CEO/Dean

Great Falls College Montana State University (GFC MSU) is pleased to provide this year's edition of the Campus Security Report. This publication represents the college's actions in compliance with the provisions of the Crime Awareness and Campus Security Act of 1990, and the Jeanne Clery Act of 1998. Included in this edition is information on policies and programs related to Title IX, sexual assault prevention, drug-free environment, campus safety, and information relating to fire safety.

The administration of Great Falls College MSU is committed to providing a safe and secure educational and working environment. Although the college has a low reported crime rate, leadership is diligent in continual improvement of safety and security procedures. Crime prevention is the responsibility of the entire campus community.

Great Falls College MSU administrative leadership encourages your input and feedback.

Dr. Leanne Frost, Dean & CEO

Great Falls College MSU is an EEO/AA – M/W/D/V institution. For more information about graduation rates, the median debt of students who completed the program, or other important information, visit our website at catalog.gfcmsu.edu. Accredited by the Northwest Commission on Colleges and Universities.

CAMPUS SAFETY REPORT, 2026 for Reporting Year 2025

INTRODUCTION

POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires Great Falls College MSU to provide timely warnings of crimes representing a threat to the safety of students or employees and to make public their campus security policies. It also requires crime data be collected, reported, and disseminated to the campus community, and to the Department of Education annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so they may make informed decisions. Such disclosures are permitted under the Federal Rights and Privacy Act (FERPA). The following website provides more information about these and other provisions about campus safety: U.S. Department of Education, Campus Security:

http://www2.ed.gov/admins/lead/safety/campus.html

Each year, notification is made to all enrolled students providing the web site to access this report. Faculty and staff receive similar notification. All prospective and current students, employees, or the general public may obtain a copy from the Executive Director of Student Services by requesting it in G1, the Administrative Suite, from Troy Stoddard, troy.stoddard@gfcmsu.edu 406-771-5123; or Great Falls College MSU Institutional Researcher, 406-771-5136.

The annual disclosure of crime statistics is prepared by the office of the Executive Director of Operations to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

The Annual Security Report is prepared by the Executive Director of Student Services and the Executive Director of Operations.

The full text of this report is located on our website at:
https://www.gfcmsu.edu/wp-content/uploads/2025/01/Annual-Security-Reportx2.pdf

Campus crime, arrest, and referral statistics include those reported to local law enforcement agencies, as well as designated campus officials (including but not limited to the CEO/Dean, the Executive Council, Campus Security Authorities, and selected staff members), and to contracted security officers. We annually ask the Police Departments in the communities we hold classes in to provide crime statistics. We also keep a log of campus incident reports to which to refer for collecting these statistics annually.

REPORTING OF CRIMINAL OFFENSES

The Great Falls Police Department is the primary law enforcement agency for the City of Great Falls. They have jurisdiction on the College property and will respond upon request to all crimes committed on campus that violate city ordinances and State of Montana statutes, and they will enforce State and local laws, conduct all investigations and/or make arrests. In an emergency, or if a crime occurs, we encourage students and employees to **call 9-1-1**. Calling from a College telephone enables additional notifications and is recommended, if possible. Great Falls College MSU's contracted security (on campus part time), Securitas' telephone number is 406-750-8222. Great Falls College MSU's Crime Awareness and Campus Security policy can be found here: https://www.gfcmsu.edu/wp-content/uploads/2025/02/303_2.pdf

Great Falls College MSU communicates to all of its students and employees that if they are victims of crimes, or witness crimes, to report the crimes to local law enforcement, a Campus Security Authority, or contracted security if on duty. Students who are victims of criminal activity, or who observe any criminal and/or suspicious activity in the College's buildings or on campus property, are urged to **call 9-1-1**. If calling from a campus phone, one need only **dial 9-1-1** (no extra 8 is needed to get an outside line). Calling from a College telephone enables additional notifications and is recommended, if possible.

Please remember that if someone is in immediate danger or needs immediate medical attention, **call 9-1-1**. For non-emergencies, you can also call the GFPD dispatch non-emergency number, 406-727-7688, Option 5. You can also report through their website https://greatfallsmt.net/police/line-reporting). You may also report non-emergencies to the appropriate College officials by filing an incident report online: https://www.gfcmsu.edu/wp-content/uploads/2025/01/incidentreport.pdfhttp://www.gfcmsu.edu/emergency/documents/IncidentReport.pdf; or in cases of non-emergency outside Great Falls' city limits, by contacting the Cascade County Sheriff's Office at 406-454-6820 or dispatch at 406-454-6978. Anonymous reports can be made by calling the Great Falls/Cascade County Crime Stoppers 24-hour hotline, 727-TIPS (727-8477), a hotline for witnesses or persons with information, with all callers remaining anonymous if they wish to do so.

RESPONSE TO A REPORT

All Great Falls College MSU incident reports are collected by the Executive Director of Operations and reviewed by the Executive Council for potential action, as appropriate. If assistance is required from the Great Falls Police Department or other local law enforcement agencies, Great Falls College MSU will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Great Falls College MSU, will offer the victim a wide variety of services.

Please refer to Great Falls College MSU's Emergency Response Plan, https://www.gfcmsu.edu/home/campus-departments/facilities/emergency-procedures/

REPORTING TO MEET DISCLOSURE REQUIREMENT

Members of the community are helpful when they immediately report crimes or emergencies to the Great Falls Police Department, Securitas Security Officers and/or Great Falls College MSU's Campus Security Authorities, whose titles and contact information are listed below, for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

Great Falls College MSU provides annual training to its identified Campus Security Authorities. The Campus Security Authorities identified on the Great Falls College MSU campus are:

CEO/Dean
Executive Director, Student Services/Title IX Coordinator
Executive Director of Technology and Operations
Director of Academic Success and Accessibility
Director of Facilities
Director of Information Technology
Academic Division Directors
Academic Advisors
Student Engagement Coordinator
Student Club Advisors
Veterans Success Coach
Student Services Staff
Contracted Campus Security Officers

The Campus Security Authorities report incidents to the Executive Director, Student Affairs/Title IX Coordinator, and/or the Executive Director of Technoldogy and Operations and the CEO/Dean's Executive Council.

ACCURATE AND PROMPT REPORTING

Members of the Great Falls College MSU community are encouraged to accurately and promptly report crime and emergencies to the Great Falls Police Department or Securitas Security Officers and the appropriate law enforcement agencies, including when the victim of a crime elects to, or is unable to, make such a report. Please see Policy 301.1 Discrimination, Harassment and Retaliation: https://www.gfcmsu.edu/wp-content/uploads/2025/10/301_1.pdf;
Discrimination, Harassment, and Retaliation Procedures at https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html#_Toc197509389 and https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html#_Toc197509398; and Support and Reporting Options for Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking, attached hereto as Appendix B.

VOLUNTARY CONFIDENTIAL REPORTING

The College has a policy and procedures for victim and witness confidential reporting. This information is on our web site, is shared by Campus Security Authorities, and in other information. With your permission, the Executive Director of Student Services (Title IX officer) can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinators in the event of a reported sex offense or sexual harassment). Complainants are informed that if they are the victim of a crime and do not want to pursue action within the College processes or the criminal justice system, they may still want to consider making a confidential report. With their permission, the campus officials may file a report on the details of the incident without revealing their identity. The purpose of a confidential report is to comply with their wish to keep the matter confidential, while taking steps to ensure the future safety of oneself and others. With such information, the College can maintain an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger when needed.

Student confidentiality will be respected to the extent possible. Even if the alleged victim requests confidentiality or asks that the complaint not be pursued, Great Falls College MSU will:

1. Take all reasonable steps to investigate and respond to the complaint to the extent possible consistent with the alleged victim's wishes;
2. Notify the alleged victim that the failure of the alleged victim to pursue a complaint may limit Great Falls College MSU's ability to fully address the matter; and
3. Report the incident or assault to local law enforcement authorities if a health or safety emergency as defined by state or federal law is found by the College to require such reporting.

Please see Policy 301.1 Discrimination, Harassment and Retaliation: https://www.gfcmsu.edu/wp-content/uploads/2025/02/301_1_1.pdf;
Discrimination, Harassment, and Retaliation Procedures at
https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html#_Toc197509389 and
https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html#_Toc197509398

See also the Support and Reporting Options for Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking attached hereto as Appendix B.

PROFESSIONAL COUNSELORS

Professional Counselors, when acting as such, are not considered to be a campus security authority for Clery Act purposes and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors contracted through TimelyCare for Great Falls College MSU are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Great Falls College MSU.

Please note that Great Falls College MSU does not employ pastoral counselors but provides information that Pastoral Counselors are also not required to report crimes and are a confidential resource.

Professional Counselor
Great Falls College MSU contracts with Professional Counselors at TimelyCare, whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

SECURITY OF & ACCESS TO CAMPUS FACILITIES

ACCESS TO FACILITIES

- Security of and Access to Campus Facilities
    - The campus includes a main building, trades building and childcare center.
        - Main Building – The main campus building has established building hours which vary depending on the day of week and whether classes are being held on campus.
        - Typical building hours are Monday – Friday 7:00 AM to 7:00 PM; and closed to the public on Saturday and Sunday.
        - During building hours, the facility is open and can be accessed by staff, faculty, students and the public. Facility crew members are on campus during building hours. Custodial crew is typically on campus for several hours beyond the building hours. During non-building hours, access to campus buildings is limited.
        - The Trades Building is primarily used by the welding faculty and students. The building hours are typically limited to Monday – Friday and the building is open prior to classes and is locked after classes are completed. 2025-2026 the classes typically ran from 7:00 AM to 5:00 PM. Teaching faculty unlock and monitor the trades building during the building hours for the trades building.
        - Child Care Center – The Child Care Center is managed by an independent contractor and the independent contractor provides access and security to the facility.
        - Great Falls College MSU does not have any campus residences.
        - All classrooms and labs can be locked from the interior of the room for security purposes.

- Security considerations used in the maintenance of campus facilities.
    - Security Services
        - Great Falls College MSU contracts security services from Securitas during time periods when classes are in session.
        - Typical hours that Securitas is on campus are: Monday – Friday 2:30 PM until 7:30 PM.
        - Security personnel are armed but do not have authority to arrest.

- During time periods that Securitas is not on campus, staff and faculty monitor the buildings for security purposes. If incidents occur the staff and faculty are directed to contact the Great Falls Police Department.

- Security Cameras
  - The main building of the campus has numerous security cameras located around the interior of the facility to provide video recording/monitoring of the main building. The security cameras are not constantly monitored.
  - External cameras monitor parking lot entrances, parking lots and main building entries. These cameras have recording capability and are not constantly monitored.

- Building Alarms
  - All three buildings: Main Building, Trades Building and Child Care Center have security alarm systems. These alarm systems are turned off during times the buildings are occupied and turned-on during times that the facilities are not occupied. The system will detect individuals in the buildings and notify the alarm company if there is an unauthorized person in the building.
  - All three building have fire alarm systems. The systems include duct detectors in the HVAC duct work as well as pull stations and some smoke and heat detectors.
  - Building Alarms (Security and Fire) are monitored by Kenco Security and Technology in Great Falls, Montana. The alarms systems are monitored 24 hours per day.
  - Kenco Security contacts Facility personnel if there is an alarm in the system. Kenco Security also notifies the Great Falls Police Department and Great Falls Fire Department with regards to the alarm. Facility personnel respond to alarms as well as proper emergency personnel.

- Phone System
  - Great Falls College MSU has a CISCO IP Phone System. This phone system includes an InformaCast CallAware System. This system will notify certain personnel on campus when a 911 call is placed from a campus phone. The system identifies the phone number and location from which the 911 call was made.
  - Approved users can log into the InformaCast CallAware system to listen to a recorded version of the call. This recorded call can be accessed even while the call is still active, hence giving an almost live access to the call.
  - This system allows proper personnel to respond to situations on campus in a timely fashion.

LAW ENFORCEMENT AND JURISDICTION POLICY STATEMENTS

- The Law Enforcement Authority that has Jurisdiction at Great Falls College MSU is the Great Falls Police Department.
- Great Falls College MSU contracts with Securitas Security Services for part time campus armed security. Securitas works closely with the Great Falls Police Department with regards to security at Great Falls College MSU.
- Securitas does not have the authority to make arrests. Securitas works closely with the Great Falls Police Department with issues at Great Falls College MSU. Securitas is the largest private security firm in the area and has an ongoing relationship with the GFPD.
- Security considerations used in the maintenance of campus facilities:
    - Great Falls College MSU maintains campus facilities in a manner that minimizes hazardous and unsafe conditions.
    - Parking lots and pathways are illuminated with lighting.
    - Securitas Security Officers work closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security.
    - Other members of the College community are helpful when they report equipment problems to Securitas Security Officers or to Facilities Management.
- Security of Campus Facilities
  Securitas Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

The community frequently uses the campus for meetings and events and may be on campus during an emergency. Name badges and official vests identify Zone Stewards and Crisis Team members, giving them authority to evacuate the campus. Because the public is often present on campus, security of offices, classrooms and common areas is important to prevent theft, vandalism, and dangerous activity.

The Facilities Director is responsible for the storage and release of keys and lock pad codes, as appropriate, to employees. Keys are not to be duplicated. Access to academic, administrative, and clinical facilities varies by use and location. Only those with legitimate business in these areas are provided keys or codes.

Master keys and master codes for digital locks are only distributed to maintenance staff, Information Technology staff, and the CEO/Dean and Executive Council/Crisis Team members.

SECURITY SERVICES

Great Falls College MSU does not maintain a full-time campus police or security department.

- Great Falls College MSU contracts security services from Securitas during time periods when classes are in session.
- Typical hours that Securitas Officers are on campus are: Monday – Friday, 2:30 PM until 7:30 PM. Security personnel are armed but do not have authority to arrest. During time periods that Securitas is

not on campus, staff and faculty monitor the buildings for security purposes. If incidents occur, the staff and faculty are directed to contact the Great Falls Police Department.

- The Law Enforcement Authority that has Jurisdiction at Great Falls College MSU is the Great Falls Police Department.
- The contracted security officers have authority to enforce College policies.
- The Security Officers have jurisdiction to provide security services on Great Falls College owned or controlled property. Great Falls College MSU contracts with Securitas Security Services for part time campus armed security. Securitas works closely with the Great Falls Police Department and other local law enforcement agencies with regard to security at Great Falls College MSU.
- Securitas does not have the authority to make arrests. Securitas works closely with the Great Falls Police Department with issues at Great Falls College MSU.
    - Securitas is the largest private security firm in the area and has an ongoing relationship with Great Falls Police Department, as well as other state and local law enforcement agencies, such as Cascade County Sheriff's Office, and the Montana Highway Patrol.

The College has a formal Memorandum of Understanding (MOU) with the Great Falls Police Department and the Great Falls Fire Rescue that allows them to come on campus for purposes of investigation or training. The Great Falls Police Department, Great Falls Fire Rescue, and the Cascade County Sheriff's Department investigate alleged criminal offenses, as those agencies have primary responsibilities for completing those tasks, but the College personnel (including Securitas) do work closely with them on crimes that occur in our Clery geography.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY

Great Falls College MSU does not have non-campus locations of College-recognized student organizations, including student organizations with non-campus housing facilities; and thus we have no need for monitoring and recording, through local police agencies, of any criminal activity by students at non-campus locations.

DAILY CRIME LOG

A daily crime log is maintained on the Great Falls College MSU shared drive. The crime log is available for review in the campus Administrative Suite, typically from 8 a.m. to 5 p.m., Monday through Friday, excluding holidays.

POLICIES FOR TIMELY WARNINGS

Great Falls College MSU will typically issue timely warnings to the campus community about violent crimes against a person, a substantial crime against property, and/or an emergency situation within the Great Falls College MSU Clery Geography (On Campus, Public Property and non-campus property), that represents a serious or ongoing threat to the campus community. The Great Falls College MSU Policy 112.1 Timely Warning and Emergency Notification policy can be found at: https://www.gfcmsu.edu/wp-content/uploads/2025/09/112_1.pdf.

- Timely Warnings are typically issued for the following Uniform Crime Reporting Program UCR)/National Incident Based Reporting System (NIBRS) crime classifications.
- Crimes for which a timely warning may be appropriate include, but are not limited to, murder, rape, assault, robbery, car theft, burglary, larceny, arson and hate crimes, and are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Executive Council, or (designee).
- Cases involving sexual assault are sometimes reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Robbery, involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis); aggravated assault (cases involving assaults among known parties which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Great Falls College MSU community)
- Other Clery crimes as determined necessary by the Executive Director of Student Services, or designee in their absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Great Falls College MSU.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Timely Warning Notices are typically written and distributed by the Executive Director of Technology and Operations, or designee.

The Executive Director of Technology and Operations, or designee, is responsible for issuing timely warnings. If the Executive Director of Technology and Operations is not available to issue a timely warning, Executive Council members have access to the system.

Timely warnings will typically include the following information, if known:

- A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
- Any connection to previous incidents;
- Physical description and/or composite drawing of the suspect;
- Date and time the warning was released;

- Other relevant and important information, such as any bias, motive, the gender of the victim, and/or student/non-student status; and
- Appropriate safety tips.

Timely Warning Notices will be issued to the campus community via email blast to all Great Falls College MSU assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: text messages or emails sent through the Great Falls College Informacast system or building postings by Building Administrators.

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

EMERGENCY NOTIFICATION POLICY

In the event of confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, an alert message will be immediately sent to all GFC MSU Informacast subscribers – students, staff and community – via text. The GFCMSU Informacast system is tested monthly. Students and employees are encouraged to subscribe. To opt-in for emergency text messaging, students, faculty, and staff can do so through https://www.gfcmsu.edu/home/campus-departments/facilities/gfcmsu-alert-system/.

Additional alert email messages will be sent to the "Everyone" email distribution list, and "All Students" listserve. All official messaging will be posted on social media and the institution's webpage in a timely manner. Paper notifications may be placed throughout campus as appropriate. Additionally, College leadership can find the crisis response manual on the School Dude Crisis Manager app.

To confirm an emergency, a member of the Crisis Response Team will evaluate the situation by either direct sight, smell, or obvious signs of distress, sometimes in conjunction with campus administrators, local first responders and/or the National Weather Center. The Crisis Response Team member will immediately inform the Executive Director of Operations or Executive Council member acting in that capacity, who will take action to notify the campus community of an emergency. An "all broadcast" message regarding the emergency may be sent through our telephone system.

When any member of the Executive Council becomes aware of a serious or continuing threat to the campus community, the situation will be evaluated. If warranted Great Falls College's Crisis Response team's internal notification will be made by utilizing the telephone system 'Group Call' function to notify designated personnel. This function is available on all Executive Council phones and dials all members simultaneously.

Immediate Executive Council information/decisions:

- Does 911 need to be called?
- Has 911 been called?

- Is campus notification required?
- What immediate response is needed from the team?
- Debrief session with Crisis Team always follows after an incident.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, an immediate alert message will be sent to all GFC MSU Informacast subscribers—students, employees and community.

The Executive Director of Operations, or designee acting in that capacity, will access Informacast, utilize a pre-written statement, or create one to fit the scenario.

Emergency messages will be disseminated via Informacast, and by telephone, preferably by landline. Additionally, if possible, a message will be distributed by electronic and cellular communication, as well as the website, and social media accounts. Paper notices may also be distributed, if needed. Face-to-face communication may be used to communicate emergency information as well. All contact from authorities and media will be handled by members of the Executive Council. Informacast can be accessed by computer, tablet, or mobile device by the Executive Council, to disseminate the emergency information to the larger community. Emergency notifications have been developed in advance of any unforeseen situation and can be activated through Informacast by the Executive Director of Technology and Operations or acting designee. The Executive Director of Technology and Operations, in conjunction with the Dean/CEO, will determine the content of the message.

Individuals responsible for decisions and/or actions include:
CEO/Dean
Executive Director of Technology and Operations
Executive Director of Student Services
Chief Human Resources Officer
Executive Director of Marketing and Communications

Referencing Policy 112.1 from Great Falls College MSU Policy Manual, the CEO/Dean or designee will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Securitas Security Officers, local Great Falls Police Department, the local Fire and Rescue Services, and/or the Cascade County Sheriff's Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The CEO/Dean or designee will also determine the appropriate segment or segments of the campus community which will receive the notice, and whether to disseminate the emergency information to the larger community based on the above-described analysis. The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other

interested parties. The larger community can also access emergency information via the Great Falls College MSU homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, Great Falls College MSU will follow its emergency notification procedures.

EMERGENCY DRILLS, TESTING & EVACUATION PROCEDURES

Great Falls College MSU maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. The College's Emergency Response Plan can be located at: https://www.gfcmsu.edu/home/campus-departments/facilities/emergency-procedures/

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Updated and ongoing Crisis/Emergency Training for employees is conducted. Opportunities for First Aid, CPR, and AED training for employees are presented regularly. Fire drills and Lock-Down drills are performed semi-annually in fall and spring semesters. An announced earthquake drill is held in October. The fire drills are unannounced, however, due to possible traumatic response, the Lock-Down drill is announced campus-wide. The CPR, First Aid, and AED Training are scheduled and announced. After each conducted training and drill, an assessment and evaluation are performed.

Emergency response and evacuation procedures are published on our website, under Potential Hazards, for each calendar year and updated on an ongoing basis. Procedures are also posted in every classroom and other areas on campus. The College identifies 1-2 employees in each area of campus as Zone Stewards. Zone Stewards receive additional training on evacuation procedures, are provided 2-way radios and fluorescent vests, and are responsible for clearing specific areas of the building during an evacuation. An evacuation drill is conducted at least once each year that meets all of the requirements of the Higher Education Opportunity Act.

Fire extinguisher training is periodically offered to employees. Active Shooter training has been conducted on campus for faculty and staff. In addition, the campus Safety Committee makes biennial inspections of the campus, identifying safety issues that are brought to the attention of campus administration and maintenance. These concerns are addressed in a high priority manner.

Emergency response and evacuation procedures are published on our website under Safety Exercises for each calendar year and updated on an ongoing basis. Procedures are also posted in every classroom and other areas on campus.

The tests are documented, including the date and time, a description of the exercise and whether it is

announced or unannounced.

Safety Exercises for Great Falls College MSU- 2025-26

Safety Exercise		Participants	Details	Announced/ Unannounced
AVERT Training	August 2025	60	Active Violence Emergency Response Training	Announced
Safety Committee Meetings	Quarterly	8	Review Safety protocols and plan for exercises	Announced
Fire Sprinkler Testing	August 2025	Entire building	Test fire sprinklers throughout building	Announced

The procedures are contained in the Emergency Response Plan, linked at:
https://www.gfcmsu.edu/home/campus-departments/facilities/emergency-procedures/

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least once each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Building occupants are not told in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, members of the Crisis Response Unit or other designated staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Great Falls College MSU, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 9-1-1, preferably from a campus telephone.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.

3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform the responding Great Falls Fire and Rescue officer, of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures – What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, the GFC MSU Crisis Response Team, Great Falls Police Department, or other authorities, utilizing the College's emergency communications tools.

How to "Shelter–in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Listen for further instructions.

TITLE IX COMPLIANCE - DISCRIMINATION, HARASSMENT, AND RETALIATION

Statement of Policy Prohibiting Dating Violence, Domestic Violence, Sexual Assault and Stalking

Great Falls College MSU prohibits domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Toward that end, the College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of reported dating violence, domestic violence, sexual assault, and/or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to the Title IX Coordinator.

Retaliation is Prohibited

It is central to the values of this College that any individual who believes they may have been the target of unlawful discrimination or harassment, sexual assault, domestic violence, dating violence or stalking, feel free to report their concerns for appropriate investigation and response, without fear of retaliation, retribution or discrimination. As such, College policy prohibits retaliation against an individual for opposing any practices forbidden under College Policy, including; bringing a complaint of discrimination or harassment, sexual assault, domestic violence, dating violence or stalking, for assisting someone with such a complaint, for attempting to stop such a behavior, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment, sexual assault, domestic violence, dating violence or stalking.

The College recognizes that these issues can impact all in our community regardless of their sex, gender, gender identity, gender expression, or sexual orientation. Policies, procedures and campus services are available to all victims.

How to Report to the College

The College has designated the Office of the Executive Director, Student Services and Director of Human Resources, which houses the Title IX Coordinators, to oversee the College's compliance with state and federal civil rights laws, including laws covering sexual assault, dating violence, domestic violence, stalking, and retaliation. The College has a policy called Policy: 301.1 Discrimination, Harassment, and Retaliation, that prohibits, among other forms of discrimination and harassment, sexual assault, dating violence, domestic violence, stalking and retaliation. This policy applies to all faculty, staff, students, and visitors accessing College programs and services. Violations of this policy will be addressed through the Policy: 301.1 Discrimination, Harassment and Retaliation, which applies to all faculty, staff, students and visitors. Consequences for violating this policy will depend on facts and circumstances of each situation. The full policy can be seen at

The policy can be found at: https://www.gfcmsu.edu/wp-content/uploads/2025/02/301_1_1.pdf;
The procedures can be found at:
https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html#_Toc197509389 and
https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html#_Toc197509398

Reports of sexual assault, domestic violence, dating violence and stalking to the Title IX Coordinator may be made in several ways:

- Call and leave a private voice message. 406-771-5123
- Email: troy.stoddard@gfcmsu.edu
- Online reporting: https://cm.maxient.com//reportingform.php?MSUGreatFalls&layout_id=9rnrn.
- Visit: Troy Stoddard, Executive Director, Student Services, Title IX Coordinator, 406-771-5123, Administrative Suite, G13.

Anonymous and Third-Party Reporting

The Title IX Coordinator accepts anonymous and third-party reports of conduct and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator to investigate and respond as appropriate. The Title IX Coordinator may be limited in the ability to investigate an anonymous report or a third-party report unless enough information is furnished to conduct a meaningful and fair investigation.

Required Reporting to Title IX by College and University Employees

In order to enable the College to respond effectively and to proactively stop instances of sexual assault, dating violence, relationship violence, and stalking involving students, all College employees must, within 24 hours of receiving the information, report all information they have received involving students to the Title IX Coordinator. This includes names of involved individuals and any other details such as time and location.

Amnesty

The College strongly encourages students to report instances of misconduct involving themselves or other students. Students who report information about sexual assault, domestic violence, dating violence or stalking involving themselves or other students will not be disciplined for any violation of the College's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident. This statement regarding amnesty can be found in the OneMSU College Policy at https://www.montana.edu/policy/onemsu/discrimination/2025-0611%20Updated%20Equal%20Opportunity%20Non-Discrimination%20and%20Harassment%20Policy.pdf, page 27, 2000.00 Amnesty.

How to Report to Law Enforcement

Victims have the option to notify law enforcement by **calling 9-1-1** or 406-727-7688 (Great Falls Police Department). Contacting police will be confidential and does not require a victim to file a report or pursue criminal charges against the offender. It is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Title IX Coordinator will assist any victim with notifying law enforcement if the victim so desires.

The Great Falls Police Department may be reached by **calling 9-1-1** or 406-727-7688. After you call the police, you will speak with an officer, or if one is unavailable at that time, leave your contact information and you will receive a call back from an officer. Officers can explain the options for medical exams, counseling, advocacy, and the processes for reporting assaults as crimes. Police will arrange for a victim advocate, at the victim's request. At the victim's request, we will investigate your assault as a crime, leaving your options open, and gather the best evidence possible for later criminal proceedings, if that is your choice. Great Falls College MSU also employs Securitas as on-campus security during certain hours and days. They can be contacted at 406-750-8222.

Victims have the right to:

- Pursue action through both the College's process and the criminal process
- Pursue action only through the College's process
- Report to the police and decline to pursue further action by law enforcement
- Seek confidential support on campus through confidential resources listed below
- Report to the Title IX Coordinator and decline to pursue further action
- Report anonymously
- Do none of the above (victims are still encouraged to seek support)

Confidential Campus and Community Resources

There are several resources available on campus and in the community that provide free, confidential support to victims of sexual misconduct, dating or domestic violence, and stalking. These resources can help you report to the College or to the police if you so choose.

PLEASE NOTE THAT GREAT FALLS COLLEGE MSU DOES NOT HAVE ON-CAMPUS HEALTHCARE SERVICES, WITH THE EXCEPTION OF COUNSELING APPOINTMENTS, WHICH CAN BE ARRANGED TO BE HELD ON CAMPUS.

OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
Pastoral Counseling	Pastoral Counseling	Your Pastoral Counselor	N/A
Health	Schedule an appointment with your Health Care Provider. For the collection of forensic evidence, go to Benefis Healthcare Emergency Room, where specially trained Sexual Assault Nurse Examiners (SANE) are available.	Your Healthcare Provider, or Benefis Healthcare Emergency Room, 1100 26th Street South, Great Falls, MT 59405, where specially trained Sexual Assault Nurse Examiners (SANE) are available.	406-455-5200
Mental Health	One on one counseling appointments, group sessions, etc.	Your mental health care provider or Great Falls Mental Health Triage Services	For Great Falls Mental Health Triage Services, Call 406-272-1086 or TEXT 406-840-4352 for an Appointment
Victim Advocacy	Victim Witness Assistance	Victim Witness Assistance Services of Great Falls and Cascade County, 401 3rd Avenue No. Lower Level, Great Falls, MT 59401	406-315-1111
Domestic Violence Assistance	Mercy Home	Confidential Location	Hotline: 406-453-1018, 800-352-7449
Legal Assistance	Legal Services and Assistance	Montana Coalition Against Domestic & Sexual Violence-Sexual Assault Legal Services Program	406-443-7794 ext. 116 or ext. 118
Visa and Immigration Assistance	Assistance or Referral	Cascade County Law Clinic 401 3rd Ave. N. Great Falls, MT 59401	406-452-6269 Website www.cascadelawclinic.org Email paralegal@cascadelawclinic.org
24-Hour Confidential Support Line (406)994-7069 (call or text)	MSU VOICE Center	MSU VOICE Center 24-Hour Confidential Support Line (406)994-7069 (call or text)	MSU VOICE Center 24-Hour Confidential Support Line (406)994-7069 (call or text)

College and University Procedures and Practices in Response to a Report

The College has procedures in place that serve to be sensitive to individuals who report sexual assault, domestic violence, dating violence, and stalking. These include informing individuals about their right to file criminal charges as well as the availability of counseling, healthcare, mental health care, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus. There are additional remedies to prevent contact between a complainant and an accused party, such as changes to academics, protective orders, transportation and working situations, if reasonably available. The College will make accommodations or take protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the police.
If domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

1. The College will contact the victim and provide a written explanation of rights and options.
2. As needed, the College will aid the victim in obtaining medical care.
3. The College will assess immediate safety needs.
4. The College will assist a victim, if requested, with contacting police and will provide the contact information for the police department.
5. The College will provide information on how to preserve evidence.
6. The College will provide referrals to mental health providers.
7. The College will assess need to implement interim or long-term protective measures or accommodations if appropriate.
8. If deemed appropriate, the College will provide a campus “no contact” directive to involved parties. A “no contact” serves as a warning that any contact between parties can be grounds for a student conduct proceeding.
9. If deemed appropriate, the College will provide a “no trespass” to the responding party, limiting access to campus property.
10. The College will provide written instructions on how to apply for court ordered Protective Order.
11. The College will provide a copy of its Sexual Misconduct Policy and Procedures and will inform parties about timeframes for inquiry, investigation and resolution.
12. If a campus formal investigation is initiated by the Title IX Coordinator, the College will inform both parties that the standard of review is the preponderance of evidence, and of the outcome of the investigation.
13. The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Written Notification about Rights and Reporting Options

When the Title IX Coordinator receives a report that a student or employee has experienced dating violence, domestic violence, sexual assault, or stalking, whether the offense occurs on or off campus, they will provide a written notification through email to the complainant about the campus policy and procedures, rights and

reporting options, notice of available assistance on and off campus, and notice of how to request interim accommodations or protective measures. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred.
- information about how the institution will protect the confidentiality of victims and other necessary parties.
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community.
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures.
- an explanation of the procedures for institutional disciplinary action.

Written Notification about Services Available for Victims

When the Title IX Coordinator receives a report that a student or employee has experienced dating violence, domestic violence, sexual assault, or stalking, whether the offense occurs on or off campus, they will provide a written notification through email to the complainant with information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Written Notification about Accommodations and Protective Measures Available to Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, the College will provide written notification to students and employees about accommodations that may be available, how to get assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations). Possible accommodations relate to academic, living, transportation, protective orders and working situations.

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, transportation, protective orders and working situations regardless of whether the victim chooses to report the crime to local law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. The notification describes that the College will provide interim accommodations or protective measures if the victim/complainant requests them and they are reasonably available regardless of whether a victim/complainant chooses to report to the police or start a formal College investigation.

To request changes to academic, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator at the Office of the Executive Director, Student Services, 406-771-5123, Administrative Suite. If the victim wishes to receive assistance in requesting these accommodations, they should contact the Title IX Coordinator, who will oversee fulfilling the College's obligation to implement measures to ensure the safety of the complainant and that the complainant's educational experience is not jeopardized.

Written Notification about Resources and Interim Protective Measures to the Campus Community

In addition to assuring the Title IX Coordinator provides information to victims upon receipt of a report, the College also regularly provides written information to all members of the campus community through available resources, and maintains information on its website that raises awareness about sexual harassment and sexual assault and provides suggested steps for what someone should do if they have been sexually assaulted. It describes the Campus policy on dating violence, domestic violence, sexual assault, stalking, and sexual harassment, and options for reporting to the Title IX Coordinator, and to law enforcement. Numerous resources are also provided with contact information, addresses, phone numbers, email addresses, and websites.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

An Order of Protection is a civil court order that is designed to stop violent and harassing behavior by placing limits on the conduct of and contact from the abuser. It is meant to protect a victim and their family members from someone who has harmed or threatened to harm them, who has stalked them or who has sexually assaulted them, and of whom the victim is afraid. The College complies with Montana law and federal law to give full faith and credit to Orders of Protection issued by the State of Montana or any other state, tribal authority, or territory. Any individual who has or obtains a court Order for Protection should provide a copy of the Order to Office of the Title IX Coordinator and Executive Director, Student Services, who will distribute the Order of Protection to Campus Security personnel and other campus officials. A person may meet with the Executive Director, Student Services/Title IX Coordinator before or after obtaining an Order of Protection to develop a Safety Action Plan, which is a plan to identify ways the College can assist the victim to reduce risk of harm while on campus, or when coming and going from campus. This plan may include, but is not limited to: campus escort, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Police can enforce a court Order for Protection on College property and may be able to arrest a person for violating it.

The College cannot apply to the court system for an Order of Protection for a victim. The victim is required to apply directly for these services themselves. They can receive assistance from the Chief Student Affairs and

Human Resources Office, or from the Cascade County Courthouse, Clerks of Justice and/or District Court's offices, 415 2nd Ave North, Great Falls, MT 59401

Type of Order	Who Can File	Court	Based Upon
Order of Protection https://dojmt.gov/victims/orders-of-protection/ A document issued by a court and signed by a judge to protect from: 1. Abuse or threats from family member, intimate partner, or former intimate partner. 2. Stalking **3.** Person who has sexually assault you whether you have had an intimate relationship or not.	A victim may file a petition for an Order of Protection if the person abusing you or threatening you is a family member, intimate partner, or former intimate partner. You can also ask for an Order of Protection if someone is stalking you, or has physically or sexually assaulted you, or has assaulted you, whether or not you have had an intimate relationship with that person.	You can file a petition for an Order of Protection in: **Municipal Court, Justice Court, or District Court.** **For Cascade County, Montana, go to https://www.cascadecountymt.gov** for forms and information.	It is against the law for a partner or family member to cause you bodily harm or cause you to fear bodily harm. An Order of Protection is a court order. It is signed by a judge. It can prohibit your partner from contacting you or being a certain distance from you or your children. It says the person who has hurt you or threatened you cannot do that again or they may be arrested.

The College may, if deemed appropriate, be able to issue a campus "Trespass Notice" to keep a person from entering or remaining on the campus, in a specific campus building or at College sanctioned events. The College may issue an institutional "No Contact Directive" between individuals if deemed appropriate. The "No Contact Directive" is a warning to individuals not to contact the other in any manner on or off campus. If the College receives a report that such an institutional "No Contact Directive" has been violated, the College will initiate disciplinary proceedings and will impose sanctions if the accused is found responsible for violating the "No Contact Order." Consequences for violating this policy will depend on facts and circumstances of each particular situation. Contact the Title IX Coordinator at the Office of the Executive Director, Student Services to discuss these options and to make a Safety Action Plan.

Confidentiality of Complaints and Report

Great Falls College MSU is committed to protecting the privacy of all individuals involved in an investigation and resolution of a report under its campus policy. The College is also committed to providing assistance to help students, employees, and third parties make informed choices. With respect to any report under this policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

The integrity of any investigation process depends on ensuring reasonable expectations of confidentiality. The College will keep confidential the complaint, report, witness statements, and any other information provided by the complainant, respondent, or witnesses and will disclose this information only to these parties: to the complainant, respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation and appeal; to law enforcement consistent with state and federal law; to other College or University officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies that review the College or University's compliance with federal law.

If a reporting party or complainant requests that an investigation not be conducted, the Title IX Coordinator will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The Title IX Coordinator must also balance considerations about the continued health and safety of members of the community against a reporter's or complainant's desire not to have the report investigated. In cases when a reporting party or complainant does not want to have a report investigated, but the coordinator has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, she will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Executive Director, Student Services, the Campus Behavioral Assessment Team (CBAT), police, other local law enforcement officers, campus security, Clery compliance officer, psychological health professionals, and legal counsel. The Title IX Coordinator will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal or interim support actions.

Pursuant to the Clery Act, the College includes statistics about Clery-reportable offenses in this Annual Security Report and provides those statistics to the U.S. Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the College to issue timely warnings or emergency notifications to the campus community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students and employees. Consistent with the Clery Act, the College withholds the names and other personally identifying information of complainants when issuing timely warnings or emergency notifications to the campus community, and in the maintenance of the daily crime log.

The College will also maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. For example, information related to a report of prohibited conduct will be shared with a limited circle of college employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the College's response to reports of prohibited conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

Please note that victims may request that directory information on file with the College be withheld, by request to the Registrar's office.

FERPA and HIPPA Privacy

The College follows state and federal law regarding student records. The privacy of student educational records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA). See Great Falls College MSU's FERPA Webpage for more information: http://www.gfcmsu.edu/about/ferpa/.

What to Do If You Experience Sexual Assault, Dating Violence, Domestic Violence or Stalking

Your safety is important. What happened was not your fault. The following are options you can consider. If you are helping someone who is a victim, support their decisions and try not to tell them what to do. Find ways to help them make decisions for themselves.

Seek Support from Confidential Resources: As a first step to take care of yourself and learn about options, you can talk to confidential resources (professional counselors and/or pastoral counselors). They can assist with counseling and may help you decide how and to whom to report. Additional resources are available on the website https://www.gfcmsu.edu/timelycare/ for online professional counseling and counseling resources.

Preserving Evidence

Evidence may assist in proving a criminal offense occurred or may be helpful in obtaining an Order of Protection. Evidence might include pictures of injuries, other photos, social media posts, text messages, or emails. In cases of sexual assault, medical forensic evidence may be collected within 120 hours of the assault by specially trained sexual assault nurse examiners. In Great Falls, Montana, contact Benefis Healthcare Emergency Department, 406-455-5200, 1101 26th Street South, where specially trained Sexual Assault Nurse Examiners (SANE) are available, and where you can get a medical forensic exam. You may request an exam and forensic evidence collection at no cost and without having to file a police report. In the state of Montana, evidence may be collected and held for a year even if you choose not to make a report to law enforcement. Effort should be made to preserve anything that may have the perpetrator's DNA prior to the collection of medical evidence. If you can avoid it, it is best not to use the bathroom, shower, change clothing, brush hair, smoke, brush teeth or clean up the area where the assault occurred. If you do change clothes, put all clothing you were wearing at the time of the assault in a paper bag (please no plastic bags).

Seek Medical Attention: After an incident of sexual assault, dating violence, or domestic violence, you should consider seeking medical attention as soon as possible to treat any injury, get screened for sexually transmitted infections, pregnancy or to seek the medical collection of evidence. Seek treatment from:

- Benefis Healthcare Emergency Department, 406-455-5200, 1101 26th Street South, Great Falls, MT 59405 (for medical treatment by specially trained Sexual Assault Nurse Examiners (SANE), to include forensic exam/medical collection of evidence).

Medical treatment, not including forensic exam/medical collection of evidence, can be obtained from:

- Your regular medical provider
- Walk-in care is available at Benefis Walk-In Care, 406-731-8300, 1401 25th Street South, Great Falls, MT 59405 or Benefis Northwest, 406-455-4777, 25 14th Avenue NW, Great Falls, MT 59404;
- Great Falls Clinic, 406-268-1000 or 800-421-1649, 1400 29th Street South, Great Falls, MT 59405
- Walk-in care available at Immediate Care Center, 406-454-7200, 3000 15th Avenue South, Great Falls, MT 59405
- Alluvion Health, 406-454-6973, 601 1st Ave. North, Great Falls, MT 59401
- City-County Health Department, 406-454-6950, 115 4th Street South, Great Falls, MT 59405
- Planned Parenthood, Great Falls Health Center, 406-454-3431, 211 9th Street South, Great Falls, MT 59405

Develop a Safety Plan

- Speak with a counselor through Great Falls Mental Health Triage Services, community counselor or advocate;
- Your Regular Mental Health Provider
- Great Falls Mental Health Triage Services, 406-272-1086 or TEXT 406-840-4352 for an Appointment.
- Center for Mental Health, 915 1st Ave. South, Great Falls, MT 50405
- Benefis Behavioral Health Clinic, 500 15th Ave. South, Great Falls, MT 59405

Consider Reporting to Police and/or the Title IX Coordinator: It is your choice whether to report to police and/or to the campus Title IX Coordinator. Reporting to police and moving forward with an investigation can potentially lead to criminal consequences for the person who harmed you. Reporting to the Title IX Coordinator and choosing to move forward with a campus investigation can potentially lead to College Student Conduct Code or personal consequences for the individual who harmed you. The Title IX Coordinator will also assist you in notifying police if you so choose; this is up to you and you may decline to report to police. Please be aware that as time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining court Order of Protection related to the incident more difficult. If you decline to begin an investigation, you should nevertheless consider speaking with police to preserve evidence in the event you may later wish to pursue an investigation.

Policy Definitions

Note that College policy definitions may differ from Clery Act definitions and Montana State law. Under the policy, sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, dating and domestic violence termed “relationship violence,” and stalking are prohibited.
Please see Policy 301.1 Discrimination, Harassment and Retaliation: https://www.gfcmsu.edu/wp-content/uploads/2025/10/301_1.pdf;

Discrimination, Harassment, and Retaliation Procedures at
https://www.montana.edu/policy/onemsu/discrimination/NonDiscrimination_Harassment_2025-05-07.html

Prohibited Conduct

The following conduct is prohibited.

A. Discrimination

Discrimination is conduct based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation ("protected classes") that:

1. Adversely affects a term or condition of an individual's employment, education, living environment or participation in a University activity; or
2. Is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment or participation in a University activity; or
3. Constitutes Harassment, as defined below, by unreasonably interfering with an individual's employment, educational performance, on-campus living environment, or participation in a University Program or Activity.

Discrimination includes failing to provide reasonable accommodation to persons with disabilities. Under the Policy, a person with a disability means a person with a physical or mental impairment that substantially limits a major life activity; has a record of such impairment; or is regarded as having such an impairment. Determinations of whether individuals have a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) are made on a case by case basis. In accordance with the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act of 1973, and applicable federal and state laws, the University is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities.

An exception to the definition of Discrimination is a bona fide occupational qualification.

B. Harassment

The University prohibits two forms of Harassment as described below: (1) Discriminatory Harassment; and (2) Sexual Harassment.

1. Discriminatory Harassment

Discriminatory Harassment is unwanted conduct that is: (a) based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender

expression, or sexual orientation; and (b) that has the purpose or effect of unreasonably interfering with a reasonable person's participation in a University Program or Activity.

Discriminatory Harassment emphasizes the consequence of conduct on an individual's participation in a University Program or Activity.[1] The following factors will be considered in assessing whether conduct objectively constitutes an unreasonable interference in a University Program or Activity:

a. The identity of the parties, the nature of the parties' relationship, and the influence of that relationship on the complainant(s)' employment or education;

b. The nature, scope, frequency, and duration of the protected class conduct;

c. The degree to which the protected class conduct affected one or more students' education or individual's employment; and

d. The nature of higher education.

2. Sexual Harassment

Acts of Sexual Harassment may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved.

Sexual Harassment is conduct that: (1) occurs within a University Program or Activity located in the United States; (2) affects an individual participating or attempting to participate in a University Program or Activity at the time the Formal Complaint is filed; (3) is based on sex, gender identity, gender expression, or sexual orientation; and (4) satisfies the elements of Quid Pro Quo Conduct, Hostile Environment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, or Sexual Exploitation, as defined below.

a. **Quid Pro Quo Conduct** occurs when:
   i. an employee of the University,
   ii. conditions the provision of an aid, benefit, or service of the University,
   iii. on an individual's participation in unwelcome sexual conduct.

b. A **Hostile Environment** is created by:

[1] Although some protected class conduct may be egregious in nature, the lack of proximity of the conduct to the University may limit its effect on an individual's education or employment. Other conduct may be relatively less severe but, for example, occur between colleagues of the same office or students in a shared seminar and therefore result in a greater impact on an individual's education or employment.

i. unwelcome[2] conduct,
ii. determined by a reasonable person,
iii. to be so severe, and
iv. pervasive, and, v. objectively offensive,
vi. that it effectively denies a person equal access to a University Program or Activity.

c. **Sexual Assault** is:
i. Non-consensual touching, or coercing or forcing another to touch a person's intimate body parts (defined as genital area, groin, inner thigh, or breast);
ii. Penetration, no matter how slight, of a person's vagina or anus, by any body part or object, or oral penetration by a sex organ of another person without consent; or
iii. Sexual intercourse between persons who are related to each other to the degree they cannot marry under state law.

Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated, under the statutory age of consent, or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred.

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want."). Sexual activity that is forced is, by definition, nonconsensual, but non-consensual sexual activity is not necessarily forced. The absence of resistance alone is not consent. Consent is not demonstrated by the

[2]Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this Policy if they engage in sexual activity with someone who is incapable of giving consent. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

d. **<u>Dating Violence</u>** is:

i. violence,
ii. committed by a person,
iii. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    1) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
    2) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    3) Dating violence does not include acts covered under the definition of domestic violence.

e. **<u>Domestic Violence</u>** is:

i. violence,
ii. committed by a current or former spouse or intimate partner of the Complainant,
iii. by a person with whom the Complainant shares a child in common, or

iv. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
v. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Montana, or
vi. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Montana.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

f. <u>Stalking</u> is:

i. engaging in a course of conduct,
ii. directed at a specific person, that
    1) would cause a reasonable person to fear for the person's safety, or
    2) the safety of others; or
    3) Suffer substantial emotional distress.

For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to,
(ii) acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
(iii) Reasonable person means a reasonable person under similar circumstances
(iv) and with similar identities to the Complainant.
(v) Substantial emotional distress means significant mental suffering or
(vi) anguish that may but does not necessarily require medical or other professional treatment or counseling.

g. **<u>Sexual Exploitation</u>** is:

any instance in which a person takes non-consensual or abusive sexual advantage of another for any person's benefit other than the person being exploited. Sexual Exploitation is conduct that falls within other categories of Sexual Harassment but is identified separately for clarity. Examples of behavior that could rise to the level of Sexual Exploitation include:

i. Prostituting another person;
ii. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;

iii. Non-consensual distribution of photos, other images, or information of an individual's sexual body parts, or nakedness, with the intent to or having the effect of embarrassing an individual subject of such images or information;
iv. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
v. Inducing incapacitation for sexual purposes;
vi. Engaging in non-consensual voyeurism;
vii. Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
viii. Exposing one's genitals in non-consensual circumstances, or inducing another to expose their genitals; or
ix. Possessing, distributing, viewing or forcing others to view illegal pornography.

C. Retaliation

Retaliation means any adverse action, including efforts to intimidate, threaten, coerce or discriminate, and any adverse employment or educational actions, that would discourage a reasonable person from engaging in activity protected under this policy, against any individual for the purpose of interfering with any right or privilege secured by this Policy, or because the individual has made a report or complaint, responded to a report or compliant, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy and accompanying Discrimination Grievance Procedures.

PROCEDURES TO FOLLOW IF PROHIBITED CONDUCT IS REPORTED

How to File a Disciplinary Complaint under this Policy

Reports from victims, third parties, and anonymous reports of sexual assault, domestic violence, dating violence and stalking should be made to the Title IX Coordinator and may be made in several ways:

- Call: Troy Stoddard, Executive Director, Student Services/Title IX Coordinator at 406-771-5123, and leave a private voice message.
- Email: troy.stoddard@gfcmsu.edu
- Online reporting: https://cm.maxient.com/reportingform.php?MSUGreatFalls&layout_id=9

University Response

A. Following receipt of a Report of Prohibited Conduct and/or a Formal Complaint, the Reporting Officer (hereinafter RO) will promptly contact the Complainant to offer Supportive and Protective Measures, consider the Complainant's wishes with respect to Supportive and Protective Measures, inform the

Complainant of the availability of Supportive and Protective Measures with or without the filing of a Formal Complaint, and invite the Complainant to meet with RO staff to assess jurisdiction and discuss potential resolution options, including the process for filing a Formal Complaint.

B. The Title IX Coordinator may consolidate Formal Complaints as to allegations of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances.

C. Notice. Following receipt of a Formal Complaint, the Title IX Coordinator will promptly issue a written notice to the Complainant(s) and Respondent(s) who are known. The notice will include a link to or copy of these procedures; a description of the allegations in the Formal Complaint, sufficient details about the allegations, including the identity of the parties involved in the incident, if known, the conduct allegedly constituting Prohibited Conduct, and the date(s) and location(s) of the alleged incident(s), if known. The written notice will include a statement that the Respondent(s) is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process. The notice will inform the parties that they may have an Advisor of their choice, and that the parties may inspect and review evidence as described in these Procedures.

D. Dismissal. The Title IX Coordinator may dismiss a Formal Complaint, if at any time during the investigation or hearing for the following reasons: the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint ; the Respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein. Upon dismissal of the Formal Complaint for any reason, the Title IX Coordinator will promptly send written notice of the dismissal and the reason(s) therefore to the parties.

E. The University has two processes to resolve a Formal Complaint:

(1) Grievance Proceeding.

A Grievance Proceeding involves an investigation, a hearing, and, if applicable, sanctions and an appeal. There are two hearing formats to be utilized under these Procedures, one applies to any matter in which Sexual Harassment is alleged; the other applies to all other forms of Prohibited Conduct. All hearings under these Procedures will be conducted in accordance with directions of the Hearing Officer. The format for all live hearings under these Procedures will comply with the Grievance Proceeding described below at Section IV. (2) Informal Resolution. An Informal Resolution, as described below at Section V, involves both parties' voluntary written consent to participate in the Informal Resolution Process. The Informal Resolution Process may not be used to resolve allegations that an employee Sexually Harassed a student.

Grievance Proceeding

A. Burden of Proof and Standard of Evidence.

Neither a Complainant nor a Respondent has any burden to prove or disprove Prohibited Conduct. The University has the burden to prove through the Grievance Proceeding that a Respondent engaged in Prohibited Conduct. The University presumes that the Respondent has not engaged in Prohibited Conduct until it has made a final determination at the conclusion of the Grievance Proceeding. The standard of evidence for determining whether a Respondent has engaged in Prohibited Conduct is the preponderance of the evidence standard. The preponderance of the evidence standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it.

B. Investigation.

The Title IX Coordinator will assign a properly trained and impartial investigator.

a. The investigator is responsible to gather evidence sufficient to reach a determination regarding responsibility or no-responsibility based upon the preponderance of evidence.

b. The investigator may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to a party, unless the University obtains that party's voluntary, written consent to do so for this Grievance Process.

c. The investigator will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other Inculpatory and Exculpatory Evidence.

d. The University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.[3]

[3] The University will not restrict students' and employees' ability to discuss the allegations under investigation to the extent such discussion aligns with a party's right to meaningfully participate in furthering the party's interests in the case. However, this provision in no way immunizes a party from abusing the right to discuss the allegations under investigation by, for example, discussing those allegations in a manner that constitutes Retaliation as defined at Section XI(C) of the Discrimination, Harassment, and Retaliation Policy. Similarly, where a party's conduct toward a witness might constitute tampering (for instance, by attempting to alter or prevent a witness's testimony), it is prohibited and may constitute a violation of the Student Code of Conduct or relevant employment agreement or policy.

e. The investigator will provide the parties with the same opportunities to have support persons, and an Advisor of their choice, present during any interview or meeting related to the investigation.

f. The investigator will provide written notice of the date, time, participants, and purpose of all investigative interviews, and other meetings, with sufficient time for a party to prepare to participate.

g. The investigator will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and Inculpatory or Exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

h. If in the course of the investigation, information becomes available that leads to the investigation of additional allegations about the Respondent or Complainant that were not included in the initial written notice, the investigator will provide an additional written notice to the parties whose identities are known, of the additional allegations.

i. Prior to the completion of the investigation, the investigator will provide to each party and the party's Advisor, if any, the evidence subject to inspection and review in an electronic format, and the parties will have at least 10 working days to submit a written response, which the investigator will consider prior to completion of the investigative report.

j. The investigator will create a pre-hearing investigative report that fairly summarizes relevant evidence. The pre-hearing investigative report will state whether there is reasonable cause to believe that Prohibited Conduct occurred based upon an objective evaluation of all relevant evidence. The objective evaluation will be based upon the presumption that the respondent(s) is not responsible for the alleged conduct and the preponderance of the relevant evidence standard.

k. The investigator will send to each party and the party's Advisor, if any, the investigative report in an electronic format or a hard copy.

l. Upon receipt of the investigative report, each party has 10 days to submit a written response to the investigator.

m. After receipt of the parties' responses to the investigative report, or expiration of the time permitted for such responses, the investigator will provide the following to the Title IX Coordinator and to the parties and their respective Advisors, if any the following:

i. Written Notice described at Section III(C), above, and any additional written notices.

ii. Description of the procedural steps taken from the receipt of the Formal Complaint through the final investigative report and receipt of any responses to the final investigative report, including all notifications to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence.

iii. All evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint and any additional allegations of which the parties were provided written notice, including evidence upon which the investigator did not rely in forming an opinion, and any Inculpatory or Exculpatory evidence whether obtained from a party or other source.

iv. The pre-hearing investigative report; and

v. All written responses and any other submissions provided by the parties, and their advisors to the investigator.

Hearing:

After receipt of the information described above, in Section III(B)(m), the Title IX Coordinator will provide such information to the Hearing Officer and will work with the Hearing Officer, the parties, and their Advisors, to schedule a date, time, and location for a live Hearing.

a. The Hearing Officer may convene a pre-hearing conference with the parties and their Advisors to discuss matters of procedure, including logistics of technologies to be used, and any requests for parties to be located in separate rooms; time allocations; identity and logistics of witnesses to be called; sequestration of witnesses; evidence to be presented; recording or transcription of the hearing; identify of support persons to be present; process for questions and cross-examinations; anticipated evidentiary disputes; the Rules of Decorum for Equal Opportunity & Title IX Hearings; other matters that will help to enable a fair and impartial hearing. Prior to the pre-hearing conference, the Hearing Officer will request each party to submit a list of anticipated witnesses and cross-examination questions. The Hearing Officer will discuss the party's submitted questions with the submitting party and their Advisor during the pre-hearing conference.

b. The Hearing Officer will conduct all proceedings in accordance with the rules established by the Hearing Officer. For all hearings conducted under these Procedures, the Hearing Officer will make determinations regarding relevancy and will permit only relevant cross-examination and other questions to be asked of parties and witnesses.

c. Each party will be afforded an opportunity to make an opening and closing statement, personally, or through their Advisor. Following any opening statements, the Hearing Officer may ask questions of parties and witnesses.

d. For charges of Sexual Harassment, cross-examination will be conducted as follows, in accordance with federal requirements:

   i. Before a Complainant, Respondent, or witness answers a cross-examination question, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

   ii. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

   iii. Asking a question of a particular individual previously asked of and answered by that individual is impermissible may be prohibited by the Hearing Officer.

   iv. If a party or witness does not submit to cross-examination at the Hearing, the Hearing Officer may not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

   v. Each party's Advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.

e. For Hearings involving only other charges of Prohibited Conduct and not Sexual Harassment, cross-examination will be conducted as follows:

   i. Cross-examination questions will be asked directly by the Hearing Officer based on the questions submitted beforehand and discussed at the pre-hearing conference. Additional questions may be submitted to the Hearing Officer in writing during the hearing, which the Hearing Officer may ask of parties and witnesses.

ii. If a party or witness does not attend the Hearing or refuses to answer a specific question at the Hearing, the Hearing Officer may elect to consider any other evidence made available to it during the hearing, including testimony offered by parties and witnesses present, and any documentation evidence included in the pre-hearing investigation report if authenticated by the Responsible Office. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

f. Either party may request that the hearing occur with the parties located in separate rooms with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or the witnesses answering questions.

g. The University will create an audio or audiovisual recording, or transcript of the live hearing and will make it available to the parties for inspection or review. Other recordings or transcriptions of the hearing will not be permitted.[4]

h. Following conclusion of a Grievance Proceeding, the Hearing Officer will promptly issue a written determination regarding responsibility. To reach this determination, the Hearing Officer will begin its analysis with the presumption that the Respondent(s) is not responsible for the alleged conduct and will weigh the evidence to determine whether the preponderance of the relevant evidence weighs in favor of a finding of responsibility or no finding of responsibility for the alleged Prohibited Conduct.

i. The written determination will be provided to the Complainant and Respondent as simultaneously as possible and will include the following:

i. Identification of the allegations potentially constituting Prohibited Conduct;

ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

iii. Findings of fact supporting the determination;

[4] Personal or unauthorized audio or video recording of any meeting, interview, Grievance Proceeding, or Informal Resolution contemplated by the Policy or these Procedures is prohibited.

iv. Conclusions regarding the application of the Policy to the facts; v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent; and whether remedies designed to restore of preserve equal access to the University's Program or Activity will be provided by the University to the Complainant; and

vi. The University's procedures and permissible bases for the Complainant and Respondent

j. The Hearing Officer will provide to the Title IX Coordinator the final written decision, the recording or transcription of the live hearing, and all evidence directly related to the matter to appeal.

("Hearing Officer File").

Appeal:

Either or both parties may appeal from a determination regarding responsibility and from the University's dismissal of a formal complaint or any allegations therein.

a. An appeal must be submitted to the Title IX Coordinator within 10 days of the date the written determination was submitted to the parties.

b. Grounds for appeal are:

i. Procedural irregularity that affected the outcome of the matter;

ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

iii. The Title IX Coordinator, investigator(s), or member(s) of the Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

c. Upon receipt of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and will issue instructions, including reasonable deadlines for the non-appealing party to submit a written response.

d. Once the Title IX Coordinator has received the written statements or the deadlines for submission of the written statements has expired, the EO/Title IX Coordinator will provide to the President of the University or their designee, written statements submitted by the parties, the final written decision and will make available the Hearing Officer File.

e. The President or designee will issue a written decision describing the result of the appeal and the rationale for the result and will provide the written decision simultaneously to both parties.

f. A decision by the President or designee is the final decision of the University and thus the conclusion of the grievance proceeding. As such, appropriate disciplinary sanctions may be immediately imposed, regardless of whether a party files an appeal under Board of Regents Policy 203.5.2 described below. The University may also determine to impose interim measures/sanctions consistent with the final University determination, pending an appeal under the Board of Regents policy.

Informal Resolution

a. At the discretion of the Title IX Coordinator, this process is available to resolve all allegations of Prohibited Conduct except Sexual Harassment by employees against students.

b. After the parties are provided with written notice of Formal Complaint, pursuant to Section II.(C). of these procedures, the Title IX Coordinator may reach out to both parties to explore whether they would like to engage in an Informal Resolution Process.

c. The Title IX Coordinator is responsible for either overseeing or conducting the informal resolution process. Examples of Informal Resolution include mediation, facilitated conversation, and education.

d. Both parties must provide voluntary written consent to Informal Resolution, and the Title IX Coordinator must determine an Informal Resolution process is appropriate, before the Title IX Coordinator will initiate an Informal Resolution process.

e. At any time, before completing a resolution, any party has the right to withdraw from the Informal Resolution Process and resume the Grievance Process with respect to the Formal Complaint. A completed resolution must contain signatures of the parties and the Title IX Coordinator. The Title IX Coordinator retains the authority to determine whether any Informal Resolution is sufficient.

f. The only record resulting from the Informal Resolution process will be a Written Agreement of Informal Resolution signed by both parties and the Title IX Coordinator. Each party will receive a copy of the written agreement and the Title IX Coordinator will maintain a copy in the Title IX Office records.

g. None of the information learned solely as a result of the Informal Resolution process may be used in the Grievance Process. The fact that the parties participated or that any party declined

to participate or withdrew from the Information Resolution Process may not be considered in a Formal Grievance Process.

VI. Sanctions

a. Student Respondents. The Hearing Officer is responsible for recommending sanctions against student respondents.

i. Possible sanctions against students may include one or more of the following:

1. Disciplinary probation: A designated period of time during which the respondent is not in good standing with the University. The terms of disciplinary probation may involve restrictions of privileges and/or set specific behavioral expectations;

2. Restriction from employment at the University: Prohibition of or limitation on University employment;

3. Class/Workshop/Training/Program attendance: Enrollment in and completion of a class, workshop, training, or program that could help the respondent or the University community;

4. Educational project: Completion of a project specifically designed to help the respondent understand why certain behavior was inappropriate and to prevent its recurrence;

5. University housing transfer or removal: Permanent placement in another room or housing unit or removal from University housing. Housing transfers or removals may be for a specified time (e.g., a year) or permanent depending on the circumstances;

6. Removal from specific courses or activities: Suspension or transfer from courses or activities at the University for a specified period of time or permanently

7. Banning from all or specific University activities and events: The University may prohibit an individual from attending University sponsored activities either on or off-campus;

8. Permanent No Contact: Restriction from entering specific University areas and/or from all forms of contact with certain persons;

9. Suspension: Separation from the University for a specified period of time or until certain conditions are met;

10. Expulsion or permanent separation: Termination of student status for an indefinite period for students or termination from employment for employees;

11. Transcript hold: The University may prevent a student from receiving a copy of their transcript; or

12. The University may delay the conferral of the degree pending the outcome of an investigation or withhold the conferral of the degree due to a finding of prohibited conduct. In extraordinary circumstances, the University may revoke the conferral of a degree.

ii. Student Respondents may submit to the Hearing Officer, a mitigation statement explaining any factors that the respondent believes should mitigate or otherwise be considered in determining the sanctions imposed. Complainants may submit to the Hearing Officer an impact statement describing the impact of the Prohibited Conduct on the Complainant and expressing the Complainant's preferences regarding appropriate sanctions.

iii. In determining the appropriate sanctions for students, the Hearing Officer will be guided by a number of considerations, including:

1. The nature of the conduct at issue and the Prohibited Conduct for which Respondent was charged;

2. The impact of the Prohibited Conduct on the Complainant;

3. The impact of the Prohibited Conduct on the community or the University;

4. Whether the Respondent has accepted responsibility for the Prohibited Conduct, which may be considered as a factor that may lessen, not increase, the severity of the sanctions;

5. Maintenance of a safe and respectful environment conducive to learning;

6. Protection of the University community;

7. The necessity of any specific action in order to eliminate the Prohibited Conduct, prevent its recurrence, and remedy its effects on the Complainant or other University community members; and

8. Any other mitigating, aggravating, or compelling circumstances, including those set forth in the impact or mitigation statements.

b. Employee Sanctions. If the Respondent(s) is an employee, the Hearing Officer will not make a determination regarding sanctions. After any appeal or opportunity for appeal has been exhausted, the Title IX Coordinator will provide the Hearing Officer's written decision, and any final decisions on appeal, to the University administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures and collective bargaining agreements. The Title IX Coordinator will inform the Complainant(s) of the status of the employee sanctioning process and outcomes, as they directly relate to the Complainant(s)'s participation in University Programs or Activities.

c. Student-Employee Sanctions. If the Respondent is a student-employee, the Hearing Officer will determine sanctions with respect to the Respondent's status as a student and the Title IX Coordinator will provide the Hearing Officer's decision to the Respondent's supervisor to impose sanctions in accordance with applicable employment policies and procedures.

VII. Records

a. The Title IX Coordinator is responsible to maintain for a period of seven years the following records:

i. Records of the Grievance Process following the filing of each Formal Complaint including:

1. Hearing Officer File;

2. Any disciplinary sanctions imposed upon the Respondent(s);

3. Any remedies provided to the Complainant(s) designed to restore or preserve equal access to the University's Programs or Activities;

4. Any documents submitted as part of an appeal and any written decisions as a result of an appeal;

5. Any written agreement of Informal Resolution.

ii. All materials used to train the Title IX Coordinator and any deputy Title IX Coordinators, investigators, the Hearing Officer, the President (or designee), all other decision-makers for appeals, and any person who facilitates an Informal Resolution Process. The Title IX Coordinator must make these training materials available on the Title IX Office website.

iii. Records of all Reports of Prohibited Conduct including:

1. A record of the initial report;

2. A record of any actions taken in response to a report of Prohibited Conduct;

3. A record of supportive measures provided to a Complainant, or if supportive measures are not provided to a Complainant, documentation of the reasons why such a response was not clearly unreasonable in light of the known circumstances;

4. Documentation of measures taken by the University to restore or preserve equal access to the University's Programs or Activities;

5. Documentation of the basis for the conclusion that the University's response was not deliberately indifferent to a report of Prohibited Conduct.

b. The University will take reasonable efforts to keep confidential the identity of any individual who has made a report or filed a Formal Complaint of Prohibited Conduct, any Complainant, any Respondent, and any witnesses, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, appeal, or judicial proceeding arising thereunder.

VIII. Timeframe

Consistent with timeframes identified herein and where otherwise unspecified, the University will respond to and seek resolution of all Reports of Prohibited Conduct and Formal Complaints under these Procedures, promptly, as determined by fact and circumstance, and in accordance with federal regulation. The RO will set and provide advanced notice of timelines and deadlines to parties, witnesses, and Advisors.

Except as otherwise specified, the Title IX Coordinator may extend a deadline or permit delay of any resolution process described herein upon a showing of good cause and written notice to the parties of the reason for extension or delay. Good cause may include considerations such as the unavailability of a party, witness, or Advisor; concurrent law enforcement activity; or the need for language assistance or accommodation of disability.

IX. Board of Regents Policy 203.5.2

Appeals Board of Regents Policy 203.5.2 provides that any party may appeal the final decision of a university president, within thirty (30) days of the president's decision to the commissioner of higher education.

Policy Applicable to Employees Accused of Discrimination, Harassment and Retaliation

Policy affecting employees:

We have a OneMSU policy for employees accused of discrimination, harassment and retaliation, 401.2: https://www.gfcmsu.edu/wp-content/uploads/2025/05/401_2.pdf.

Please note the policy above, the Discrimination, Harassment and Retaliation Policy, has separate Procedures, 401.2.1, : and Procedures, related to a report of discrimination, harassment and retaliation, that apply to College faculty and staff: https://www.gfcmsu.edu/wp-content/uploads/2025/02/401_2_1.pdf.

Employee collective bargaining agreements can be found at: http://mus.edu/hr/cba/collbarg.asp.

If a student-employee is found to have engaged in prohibited conduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes.

College-Initiated Protective Measures for an Employee

In addition to those protective measures previously described the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a College order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the College.

Statement of Policy Prohibiting Dating Violence, Domestic Violence, Sexual Assault and Stalking

Great Falls College MSU prohibits domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Toward that end, the College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of reported dating violence, domestic violence, sexual assault, and/or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to the Title IX Coordinator.

Education Programs to Promote Awareness of and to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and new employees that provide:

A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);

B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;

C. What behavior and actions constitute consent, in reference to sexual activity, in Montana;

D. The College's definition of consent AND the purposes for which that definition is used.

E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;

G. Information regarding:

    a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in in this document at "Procedures Victims Should

Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs")

b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and

d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document);

Ongoing Prevention and Awareness Campaigns

Specifically, the College offered the following primary prevention and awareness programs for all incoming students in **2025-2026:**

Primary Prevention and Awareness Program	**Dates: Summer, Fall & Spring Semesters**	**Prohibited Behavior Covered?**
Thriving Together: "Thriving Together is an online prevention education program provided located in Canvas, including drug and alcohol use and abuse and campus sexual assault. Thriving Together provides information on the use and effects of alcohol as well as prevention and risk-reduction tips and connections with healthy sexuality and sexual violence. It also designed to educate students about sexual assault, healthy relationships, consent, and bystander intervention	Online training required for all incoming students in their first semester.	DoV, DaV, SA, S
Orientation Videos: a series of mandatory orientation videos that all new incoming students must view and then test their knowledge of,	**Dates: Summer, Fall & Spring Semesters** These videos, specifically Video 5, are required for all new	DoV, DaV, SA, S

before they are allowed to register for classes.	students to view before they are allowed to register for classes.

***DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking**

The offered the following ongoing awareness and prevention programs for students in 2025-26:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Healthy College Montana	Bi-Monthly	On Campus	DoV, DaV, SA, S
New Student Government Executive Campus Training: August and refresh January	January and August 2025	On Campus	DoV, DaV, SA, S
Registered Student Organization Training on Expectations and Policy	January and September 2025	On Campus	DoV, DaV, SA, S
New Student Senate Expectations and Policy Training	January and September 2025	On Campus	DoV, DaV, SA, S
RSO Advisor training: September	September 2025	On Campus	DoV, DaV, SA, S
Question Persuade Refer (QPR)	March and April 2025	On Campus	DoV, DaV, SA, S

***DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking**

The College offered the following ongoing awareness and prevention programs for employees in YEARS 2025 AND 2026 (through publication date of report):

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
MUS Suicide Prevention & Mental Health Task Force	Monthly	Virtually	DoV, DaV, SA, S

Campus Security Authority Training	August 2025	Virtually	DoV, DaV, SA, S
Title IX Coordinator Meeting MSU	Monthly	Virtually	DoV, DaV, SA, S
SAO Monthly Meetings	Monthly	Virtually and in person during BOR	
CBAT Meetings	Held monthly and/or as needed	On Campus	DoV, DaV, SA, S
Annual MUS BIT Conference	May 27-28, 2026	In Person – Montana State University campus	DoV, DaV, SA, S
Title IX Mandatory Reporter Training	April 2025	virtual	DoV, DaV, SA, S
Annual MUS BIT Conference	June 3-5, 2025	In Person – University of Montana campus	DoV, DaV, SA, S

***DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking**

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."[5] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list[6] of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

5 Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles,* 60, 779-792.

6 Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
    b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Sex Offender Registration – Campus Sex Crimes Prevention Act

Montana's Sexual or Violent Offender Registration Act is designed to protect the public from sexual or violent offenders by requiring them to register with local law enforcement agencies in the jurisdiction where they reside. Information about offenders is made available to the public.

This Registry provides an up-to-date listing of sexual and violent offenders who are required to register their whereabouts. The registry can be found on the Montana Attorney General's office website (https://app.doj.mt.gov/apps/svow/).

See also the Support and Reporting Options for Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking attached hereto as Appendix B.

For further information for employees, see the entire policy at: https://www.gfcmsu.edu/wp-content/uploads/2025/05/401_2.pdf

See procedures at:
https://www.gfcmsu.edu/wp-content/uploads/2025/02/401_2_1.pdf

DEFINITIONS

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Great Falls College MSU prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act. The College's Clery Definitions are located:
https://www.gfcmsu.edu/home/campus-departments/facilities/safety/
http://www.gfcmsu.edu/safety/clerydefinitions.html

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**
  - i. A Felony or misdemeanor crime of violence committed—
    - A) By a current or former spouse or intimate partner of the victim;
    - B) By a person with whom the victim shares a child in common;
    - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - ii. For the purposes of this definition—
    - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

- **Stalking:**
  i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
     A) Fear for the person's safety or the safety of others; or
     B) Suffer substantial emotional distress.
  ii. For the purposes of this definition—
     A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
     B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
     C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

STATE OF MONTANA DEFINITIONS

<u>Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking</u>

- **Domestic Violence:** The state of Montana defines domestic violence (Partner or family member assault):
  - MCA **45-5-206. Partner or family member assault -- penalty.** (1) A person commits the offense of partner or family member assault if the person:
    (a) purposely or knowingly causes bodily injury to a partner or family member;
    (b) negligently causes bodily injury to a partner or family member with a weapon; or
    (c) purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member. To see the entire statute, go to:

https://leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0020/section_0060/0450-0050-0020-0060.html.

- **Dating Violence:** The state of Montana does not have a separate definition of dating violence.
- **Sexual Assault:** The state of Montana defines sexual assault as follows:
  - MCA **45-5-502. Sexual assault.** (1) A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault. To see the entire statute, go to: https://leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0050/section_0020/0450-0050-0050-0020.html.
  - **Sexual intercourse without consent. MCA 45-5-503.** (1) A person who knowingly has sexual intercourse with another person without consent or with another person who is incapable of consent commits the offense of sexual intercourse without consent. A person may not be convicted under this section based on the age of the person's spouse, as provided in 45-5-501(1)(b)(iv). To see the entire statute, go to: https://leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0050/section_0030/0450-0050-0050-0030.html.
  - The State of Montana does not have a separate definition of fondling.
  - **Incest:** The State of Montana defines incest as follows: MCA **45-5-507. Incest.** (1) A person commits the offense of incest if the person knowingly marries, cohabits with, has sexual intercourse with, or has sexual contact, as defined in 45-2-101, General Definitions: https://leg.mt.gov/bills/mca/title_0450/chapter_0020/part_0010/section_0010/0450-0020-0010-0010.html, with an ancestor, a descendant, a brother or sister of the whole or half blood, or any stepson or stepdaughter. The relationships referred to in this subsection include blood relationships without regard to legitimacy, relationships of parent and child by adoption, and relationships involving a stepson or stepdaughter. To see the entire statute, go to: https://leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0050/section_0070/0450-0050-0050-0070.html.

- **Stalking:** The State of Montana defines stalking as follows: MCA **45-5-220. Stalking - exemption - penalty.** (1) A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly:

  (a) following the stalked person; or

  (b) harassing, threatening, or intimidating the stalked person, in person or by mail, electronic communication, as defined in 45-8-213, or any other action, device, or method. To see the entire statute, go to: https://leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0020/section_0200/0450-0050-0020-0200.html
- **Statutory Rape:** See, MCA **45-5-503. Sexual intercourse without consent.** (1) A person who knowingly has sexual intercourse without consent with another person commits the offense of sexual intercourse without consent. A person may not be convicted under this section based on the age of the person's spouse, as provided in 45-5-501(1)(a)(ii)(D). …

- (3) (a) If the victim is less than 16 years old and the offender is 4 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual intercourse without consent, the offender shall be punished by life imprisonment or by imprisonment in the state prison for a term of not less than 4 years or more than 100 years and may be fined not more than $50,000, except as provided in 46-18-219 and 46-18-222. To see the entire statute, go to: https://leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0050/section_0030/0450-0050-0050-0030.html .

- **Consent:** The State of Montana defines consent as follows: MCA **45-5-501. Definitions.** (1) (a) As used in **45-5-502**, **45-5-503**, and **45-5-508**, the term "consent" means words or overt actions indicating a freely given agreement to have sexual intercourse or sexual contact and is further defined but not limited by the following:

(i) an expression of lack of consent through words or conduct means there is no consent or that consent has been withdrawn;

(ii) a current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent; and

(iii) lack of consent may be inferred based on all of the surrounding circumstances and must be considered in determining whether a person gave consent.

(b) Subject to subsections (1)(c) and (1)(d), the victim is incapable of consent because the victim is:

(i) mentally disordered or incapacitated;

(ii) physically helpless;

(iii) overcome by deception, coercion, or surprise;

(iv) less than 16 years old;

(v) incarcerated in an adult or juvenile correctional, detention, or treatment facility or is on probation or parole and the perpetrator is an employee, contractor, or volunteer of the supervising authority and has supervisory or disciplinary authority over the victim, unless the act is part of a lawful search;

(vi) receiving services from a youth care facility, as defined in **52-2-602**, and the perpetrator:

(A) has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and

(B) is an employee, contractor, or volunteer of the youth care facility; or

(vii) admitted to a mental health facility, as defined in **53-21-102**, is admitted to a community-based facility or a residential facility, as those terms are defined in **53-20-102**, or is receiving community-based services, as defined in **53-20-102**, and the perpetrator:

(A) has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and

(B) is an employee, contractor, or volunteer of the facility or community-based service.

(C) Subsection (1)(b)(v) does not apply if the individuals are married to each other and one of the individuals involved is on probation or parole and the other individual is a probation or parole officer of a supervising authority.

(D) Subsections (1)(b)(vi) and (1)(b)(vii) do not apply if the individuals are married to each other and one of the individuals involved is a patient in or resident of a facility, is a recipient of community-based services, or is receiving services from a youth care facility and the other individual is an employee, contractor, or volunteer of the facility or community-based service.

See the entire statute at: https://www.leg.mt.gov/bills/mca/title_0450/chapter_0050/part_0050/section_0010/0450-0050-0050-0010.html.

PROCEDURES TO FOLLOW IF A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING HAS OCCURRED

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at Benefis Health Care Emergency Room (Great Falls and surrounding areas), for medical treatment by specially trained Sexual Assault Nurse Examiners (SANE), to include forensic exam/medical collection of evidence. In Montana evidence may be collected even if you chose not to make a report to law enforcement[7].

The information obtained from a rape exam can be divided into two categories — medical information and criminal justice information. If a rape victim chooses not to report the crime at the time of the rape exam, the information obtained during the exam is classified as medical information. The privacy of medical information is protected by federal and state law. Once a rape victim decides to report the crime the information becomes confidential criminal justice information and is protected by a different set of state privacy laws.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

[7] Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

For more information, please see Montana Department of Justice Office of Victim Services, Rape Exams and Montana Law, https://dojmt.gov/victims/rape-exams-and-montana-law/

Criminal Reporting

Great Falls College MSU: Great Falls Police Department 9-1-1 or 406-771-1180.

Please remember that if someone is in immediate danger or needs immediate medical attention, **call 9-1-1**. For non-emergencies, you can also call the dispatch non-emergency number, 406-727-7688, Option 5. You can also report through their website, https://greatfallsmt.net/police/line-reporting. You may also report non-emergencies to the appropriate College officials by filing an incident report online: https://www.gfcmsu.edu/wp-content/uploads/2025/01/incidentreport.pdf; or in cases of non-emergency outside Great Falls' city limits, by contacting the Cascade County Sheriff's Office at 406-454-6820 or dispatch at 406-454-6978. Anonymous reports can be made by calling the Great Falls/Cascade County Crime Stoppers 24-hour hotline, 727-TIPS (727-8477), a hotline for witnesses or persons with information, with all callers remaining anonymous if they wish to do so.

Some forms of discrimination and harassment may also be crimes. For example, sexual assault, domestic violence, dating violence and stalking are crimes. Complainants and witnesses are encouraged to make criminal reports to law enforcement, even if it is uncertain whether the particular conduct is a crime.

Calling local law enforcement can help you:

- Obtain emergency and nonemergency medical care;
- Get immediate law enforcement response for your protection;
- Understand how to provide assistance in a situation that may escalate to more severe criminal behavior;
- Arrange a meeting with victim advocate services;
- Find counseling and support;
- Preserve evidence (which is very important in a criminal case);
- Initiate a criminal investigation; and
- Answer questions about the criminal process.

The Title IX Coordinator is available to assist in reporting to local law enforcement, if requested. Complainants of VAWA offenses may also decline to report to law enforcement officials. However, if a health or safety emergency, as defined by state or federal law, is found by the College to exist, the College is required to report alleged criminal incidents to appropriate law enforcement authorities.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, (see below for contact information.) by calling, writing or coming into the office to report in person (if the victim so desires.) Reports of all domestic violence, dating

violence, sexual assault and stalking will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

PROCEDURES THE COLLEGE WILL FOLLOW WHEN A CRIME OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING IS REPORTED

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as changes to academic schedule, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or provide protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the local law enforcement. Students and employees should contact the Title IX Coordinator.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow. Montana State University officials may also be contacted by the College for guidance.

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	1. Depending on when reported (immediate vs delayed report), the College will provide complainant assistance on accessing medical care 2. The College will assess immediate safety needs of complainant 3. The College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. The College will provide complainant with referrals to on and off campus mental health providers 5. The College will assess need to implement interim or long-term protective measures, if appropriate. 6. The College will provide the victim with a written explanation of the victim's rights and options 7. The College will provide a "No trespass" directive to accused party if deemed appropriate 8. The College will provide written instructions on how to apply for an Order of Protection 9. The College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution

	10. The College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. The College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	1. The College will assess immediate safety needs of complainant 2. The College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. The College will provide written instructions on how to apply for Protective Order 4. The College will provide written information to complainant on how to preserve evidence 5. The College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. The College will provide the victim with a written explanation of the victim's rights and options 7. The College will provide a "No trespass" directive to accused party if deemed appropriate
Dating Violence	1. The College will assess immediate safety needs of complainant 2. The College will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. The College will provide written instructions on how to apply for Protective Order 4. The College will provide written information to complainant on how to preserve evidence 5. The College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. The College will provide the victim with a written explanation of the victim's rights and options 7. The College will provide a "No trespass" directive to accused party if deemed appropriate
Domestic Violence	1. The College will assess immediate safety needs of complainant 2. The College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. The College will provide written instructions on how to apply for Protective Order 4. The College will provide written information to complainant on how to preserve evidence 5. The College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. The College will provide the victim with a written explanation of the victim's rights and options

	7. The College will provide a “No trespass” directive to accused party if deemed appropriate

District of Montana Indian Country Law Enforcement Initiative Operational Plan

This Operational Plan will be revised annually in consultation with our Tribal and Federal Law Enforcement Partners. https://www.justice.gov/file/1077226/download
Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

https://www.rainn.org/– Rape, Abuse and Incest National Network
https://www.justice.gov/ovw/sexual-assault - Department of Justice
http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS POLICY STATEMENT

A security awareness program is provided during New Employee Training, highlighting emergency response and general workplace safety. In addition, all employees must complete a mandatory online Title IX training within the first 30 days of their employment. As part of the on-boarding process supervisors must complete with new employees, a comprehensive safety checklist provided to all supervisors to guide them in their safety discussion. Issues include: reviewing incident response procedures, the electronic alert system, online safety trainings available, workers compensation issues, and a campus tour highlighting emergency exits, first aid kits, fire alarm and extinguishers, and AED devices.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the Great Falls College MSU to inform students of good crime prevention and security awareness practices.

All crime prevention and security awareness programs encourage students and employees are encouraged to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call the Great Falls Police Department or the Securitas Security Officers to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 9-1-1 or 406-750-8222.

DRUG, ALCOHOL, & SUBSTANCE ABUSE POLICY STATEMENTS

DRUG-FREE CAMPUS AND WORKPLACE

Great Falls College MSU has a written policy on alcohol and other drugs and shares this with students during orientation/registration sessions, and online through the College *Catalog,* the Student Code of Conduct, and the Policies and Procedures web site. This information is shared with students and employees fall and spring semesters via email. The *Policies and Procedures* web site contains the Drug-Free Workplace Policy. Other materials located on our web site contain the following:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

All Great Falls College MSU students are responsible for complying with Montana State laws and Great Falls College MSU policies. These laws and policies establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted at student social events.

Any student who is in violation of the above standards of conduct will be processed through the College's Student Code of Conduct, which may be found at: https://www.gfcmsu.edu/wp-content/uploads/2025/02/300_1.pdf

Any employee who violates the above standards will be processed through the College's Human Resources Office. The College's Drug Free Workplace policy can be found at: https://www.gfcmsu.edu/wp-content/uploads/2025/02/403_8.pdf

A copy of the **Great Falls College Montana State University Drug-Free Schools and Campuses Regulations Biennial Review Report for 2020-2022** can be requested from Financial Aid, or from the Executive Director, Student Services or here: www.gfcmsu.edu/wp-content/uploads/2025/01/Great-Falls-College-Biennial-Review-2020-2022.pdf

Great Falls College MSU's Tobacco Use policy can be found at: https://www.gfcmsu.edu/wp-content/uploads/2025/02/601_3.pdf

Alcohol Service on Campus

Alcohol may be served at Great Falls College MSU functions in accordance with alcohol service policies. Alcoholic beverages will not be served on the Great Falls College MSU Campus without the written approval of the CEO/Dean. The CEO/Dean reserves the right to deny any request for serving alcoholic beverages when, in his or her judgment, any interest of the College is adversely affected.

The sponsoring organization will be responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol at the campus event are 21 years of age or older and in compliance with Montana State Law and Montana State Liquor Control Board regulations.

- Non –alcoholic beverages must also be available at all events where alcoholic beverages are permitted.
- No alcoholic beverages may be consumed outside the area approved for the event (room, area, etc.).
- As is the case with any College event, any person who is disorderly in conduct shall not be allowed to attend or remain at a campus event where alcohol is being served.
- Great Falls College MSU has the right to cancel the continued sale and/or consumption of alcoholic beverages at a campus event at its sole discretion.
- After the event, any unused alcohol must be returned to the provider, except for alcohol that has been served, which will be disposed of. The institution/department/attendees may not pay for unused bottles of alcohol, whether opened or unopened, and attendees are not allowed to remove unused alcohol from the event for personal consumption.

Special Events Involving Alcohol

On limited occasions, it may be appropriate for Great Falls College Montana State University to serve alcoholic beverages on campus when hosting a college-related event for business-related purposes. On such occasions, alcoholic beverages may be purchased and served if the procedures in this policy are followed and all state and local laws are observed. Alcoholic beverages will not be served on the Great Falls College Montana State University Campus without the written approval of the CEO/Dean. The CEO/Dean reserves the right to deny any request for serving alcoholic beverages when, in his or her judgment, any interest of the College is adversely affected.

- The sponsoring organization will be responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol at the campus event are 21 years of age or older and in compliance with Montana State Law and Montana State Liquor Control Board regulations.
- Non-alcoholic beverages must also be available at all events where alcoholic beverages are permitted.
- No alcoholic beverages may be consumed outside the area approved for the event (room, area, etc.)
- As is the case with any College event, any person who is disorderly in conduct shall not be allowed to attend or remain at a campus event where alcohol is being served.
- Great Falls College Montana State University has the right to cancel the continued sale and/or consumption of alcoholic beverages at a campus event at its sole discretion.

- After the event, any unused alcohol must be returned to the provider, except for alcohol that has been served, which will be disposed of. The institution/department/attendees may not pay for unused bottles of alcohol, whether opened or unopened, and attendees are not allowed to remove unused alcohol from the event for personal consumption.

Employee Drug Policy:

Great Falls College MSU follows the Federal regulations that implemented the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, published in the Federal Register of January 31, 1989, to certify that an effort to provide a Drug-Free Workplace will be maintained. In compliance with this regulation, the College makes a good faith effort to maintain a drug-free workplace. The unlawful manufacture, distribution, sale, possession, or use of alcohol or illicit drugs at Great Falls College MSU or as a part of any of its activities is prohibited. In addition, the College enforces the Board of Regents' policy (section 503.1 of the Policy and Procedures Manual) regarding alcoholic beverages.

Great Falls College MSU complies with this regulation by:

1. Publishing, posting and disseminating this Drug-Free Workplace policy statement.
2. Establishing a drug-free awareness program to educate employees about the College's policy of maintaining a drug-free workplace; the dangers of drug abuse in the workplace; the availability of drug counseling, rehabilitation, and other employee assistance; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Providing all employees involved in work with or under a federal grant a copy of this policy statement and apprising them that as a condition of employment under the grant, they must abide by the terms of this policy statement and notify the College of any criminal drug statute conviction for a violation occur ring in the workplace no later than five days after such conviction.
4. Taking appropriate personnel action within 30 days against any employee found to be in non-compliance with this policy, up to and including termination; or requiring the employee to participate satisfactorily in a chemical abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other agency approved by the College.

Drug and Alcohol Policy

Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or College policy prohibited. Use, possession, sale or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Great Falls College MSU except as expressly permitted by law or College policy is also prohibited. Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Great Falls College MSU building or on any other College property; nor is it allowed at any College-sponsored event or activity off campus.

The Great Falls Police Department, the Cascade County Sheriff's Department, and/or the Montana Highway Patrol have primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Great Falls College MSU publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Great Falls College MSU students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: https://www.gfcmsu.edu/home/campus-departments/facilities/safety/

All new students are required to participate in an online, web-based module called AlcoholEdu, by Vector during their first semester of attendance.

Student Code of Conduct

The Great Falls College MSU Student Code of Conduct addresses alcohol and other drugs in Article III and is listed under "proscribed conduct":

10. Use, possession, distribution, or sale of drugs (narcotics or other controlled substances), except as expressly permitted by the law.
    a. Attending classes or College functions while under the influence of drugs/illegal substances shall also be considered a violation of this policy.
11. Use, possession, distribution, or sale of alcoholic beverages, except as expressly permitted by the law and College regulation, or public intoxication.

Information on available counseling, treatment, and rehabilitation or re-entry programs is available through the Great Falls College MSU Executive Director, Student Services. Information may also be obtained from the *Great Falls Mental Health Triage Services, (406-272-1086), Cascade City/County Health Department, (406) 454-6950, or Indian Family Health Clinic, (406) 268-1510.*

All faculty, staff, and volunteers receive a copy of the Drug-Free Workplace Policy statement upon their hire and are required to sign the Employee Acknowledgement form verifying receipt and acknowledging compliance as a condition of employment. In addition, the policy and procedures regarding Drug Free Workplace and Drug Free Schools is reviewed with employees at new employee orientation, and annually via email.

Students receive information about Drug-Free Campus policies and consequences by watching the

orientation videos, which are mandatory. In addition, the policy is published in the College catalog, the Student Code of Conduct, and the online Policies and Procedures.

Additionally, Great Falls College MSU emails notifications to students, faculty, and staff once per semester.

All new students are required to participate in an online, web-based module called AlcoholEdu, by EverFi. This module, *AlcoholEdu®*, incorporates the latest evidence-based prevention methods to create a highly personalized user experience that inspires students to reflect on and consider changing their drinking behaviors. The program motivates behavior change by: resetting unrealistic expectations about the effects of alcohol; linking choices about drinking to academic and personal success; helping students practice safer decision-making; and engaging students to create a healthier campus community.

Resources for Drug and Alcohol Abuse Prevention:

24-Hour Addiction Referral Network……800-577-4393
AA Alcohol Rehab & Drug Rehab Treatment Center for Recovery and 24 Hour Helpline……406-454-5302
Alcohol, Drug and/or Mental Health Treatment Referral……800-662-HELP
or…… 800-729-6686
Alcoholics Anonymous, Al-Anon/Alateen……406-452-1234
Alcoholics Anonymous – Montana……877-515-1255 or 888-607-2000 or 406-452-1234
Alcoholics Anonymous Alcohol Abuse & Drug Abuse Detox-rehab Treatment Center……406-454-5271
Alcohol & Drug 24 Hour Helpline ……800-311-3069
Alluvion Health Care…… ……406-454-6973
Benefis Addiction Center, Great Falls……406-455-2367
Gateway Community Services ……406-727-2512
Ideal Option – Addiction Medicine Treatment……877-522-1275
Montana Addiction & Mental Health Disorders Division, Helena……406-444-3964
Indian Family Health Clinic……406-268-1510
Montana Tobacco Quit Line……800-QUIT-NOW or 800-784-8669
Narcotics Anonymous 24 Help Line……800-990-6262
National Helpline of Problem Gambling……800-522-4700
Rocky Mountain Treatment Center……800-521-6572 or 406-564-1566
The Salvation Army……406-452-9981
Victim Witness……406-771-1180 Ext 218/318
Voices of Hope……406-453-4357
Suicide Hotline……800-273-TALK or 800-273-8255
Crisis Text Line…… Text MT to 741-741, Free/24/7/for anyone in crisis
Great Falls Area Community Resources for Victims of Crimes:
City of Great Falls Police……406-771-1180
http://www.greatfallsmt.net/police
YWCA Mercy Home (Domestic Violence)…… 406-452-1315 or Hotline 406 453-1018
Voices of Hope……406-268-1345

Sexual Assault Survivor Advocacy……..406-268-1330 or 406-453-HELP or 800-273-TALK (8255)
Great Falls Mental Health Triage Services…….406-272-1086 or Text 406-840-4352
Center for Mental Health……..406-761-2100 or 800-718-2100

(HEOA) Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

MISSING STUDENT NOTIFICATION POLICY/FIRE SAFETY REPORT & STATISTICS

GFC MSU does not have on- or off-campus student housing facilities, thus we do not have a missing student notification policy, nor fire safety report, because we are not required to have them.

CRIME AWARENESS/CAMPUS SECURITY

Campus Boundaries for Crime Reporting Purposes

The Great Falls College MSU campus is approximately 36 acres with boundaries on 16th Avenue South, 20th and 23rd Streets and the extension of 20th Avenue South. See map, Appendix C.

2025 Campus Safety and Security Survey

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total
Murder/Non Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Rape	2025	0	0	0	0
	2024	0	0	0	0
	2022	0	0	0	0
Fondling	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0

	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Arrests and Referrals for Disciplinary Action	**Year**	**On Campus**	**Noncampus**	**Public Property**	**Total**
Liquor Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Referrals for Disciplinary Action	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Referrals for Disciplinary Action	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

VAWA Offenses	**Year**	**On Campus**	**Noncampus**	**Public Property**	**Total**
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	1	0	0	1
	2024	0	1	0	1
	2023	1	0	0	1

**The College does not have Residential Facilities*

UNFOUNDED CRIMES

If a crime is reported as occurring On Campus, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Great Falls College MSU had no Unfounded Crimes in 2023, 2024, or 2025.

HATE CRIME REPORTING:

Great Falls College MSU had no hate crime reported in 2023, 2024, or 2025.

*As reported to the United States Department of Education, Office of Postsecondary Education, Fall 2023

APPENDIX A: Montana State University and Great Falls College MSU Policies and Procedures

100 Governance & Organization

SUBJECT: Governance and Organization
POLICY: 112.1 Timely Warning and Emergency Notification
RELATED PROCEDURE:
EFFECTIVE: June 2014 REVIEWED: October 2022

Introduction and Purpose
The purpose of this policy is to ensure compliance with the timely warning requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") and to provide the Great Falls College Community, including faculty, staff, and students with timely information about crimes.

Policy
Campus Safety/Crime Warnings
Great Falls College MSU will issue timely warnings to the campus community of violent crimes against a person, a substantial crime against property, or an emergency situation on or near campus that represents a serious or ongoing threat to the campus community. Campus crime warnings are intended to heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender.

Timely Warning
Crimes for which a timely warning may be appropriate include, but are not limited to: murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, motor vehicle theft, and hate crimes. Timely warnings will typically include the following information, if known:

1. A succinct statement of the incident, including the nature and severity of the threat and locations or persons who might be affected;
2. Any connection to previous incidents;
3. Physical description and/or composite drawing of the suspect;
4. Date and time the warning was released;
5. Other relevant and important information, such as any bias motive, the gender of the victim, and/or student/non-student status; and
6. Appropriate safety tips.

Emergency Notification
Federal law requires colleges and universities to "immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency."

The CEO/Dean or designee will, without delay, decide whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Information for timely campus safety/crime warnings and emergency notifications may also come from other law enforcement agencies. The CEO/Dean or designee will also determine the appropriate segment or segments of the campus community which will receive the notice, and whether to disseminate the emergency

information to the larger community based on the above-described analysis. The Communications & Marketing Department is responsible for issuing timely warnings and emergency notification.

Notification Types
Depending on the particular circumstances of the incident, timely campus safety/crime warnings and emergency notifications may be distributed by any one or more of the following means:
1. The GFC MSU Informacast text messaging system or recorded messages to other phones or devices;
2. E-mail;
3. Posting an alert on GFC MSU home page and/or other sites where information will be likely to reach the campus community;
4. Posting on the outside entry doors of the College.

Anyone with information warranting a timely campus safety/crime warning or emergency notification should report the circumstances to the Director of Operations or designee, by calling 406-771-4392, or in person at the Great Falls College MSU Campus, Administrative Suite, 2100 16th Ave S, Great Falls, MT 59405.

GFC MSU Informacast
GFC MSU also has a text message alert system to transmit brief, urgent messages to a large segment of the GFC MSU population as quickly as possible. The system is voluntary for campus community members who enroll. Enrollment is strongly recommended. For more information, visit the GFC MSU Informacast web site https://www.gfcmsu.edu/home/campus-departments/facilities/gfcmsu-alert-system/. Students, faculty, and staff may subscribe free of charge. Students and employees are encouraged to familiarize themselves with this information.

Emergency Response
GFC MSU has adopted emergency and evacuation procedures for the campus. The procedures are contained in the Emergency Response Manual, https://www.gfcmsu.edu/home/campus-departments/facilities/emergency-procedures/. GFC MSU will test its emergency response and evacuation procedures on at least an annual basis through scheduled drills, exercises, and appropriate follow through activities designed to assess and evaluate the emergency plans and capabilities. GFC MSU will test evacuation procedures in the building. The tests may be announced or unannounced. The tests will be documented, including the date and time and whether it is announced or unannounced.

Related Forms/Manuals
Emergency Procedures - Great Falls College

SUBJECT:	Student Affairs				
POLICY:	300.1 Student Conduct				
PROCEDURE:	300.1.1 Reporting a Student Conduct Violation 300.1.2 Student Conduct Appeals				
EFFECTIVE:	March 2012	**REVISED:**	September 2024	**REVIEWED:**	

Introduction and Purpose

Every member of the Great Falls College MSU community should feel safe and respected. This policy establishes the expectations of Great Falls College students to ensure a quality learning experience for all.

Policy

300.10 Student Conduct Code

Great Falls College MSU expects all student to be honest, responsible, civil, professional, and law-abiding members of the academic community and to respect the rights of other students, faculty, staff, clinical affiliates, community partners, and public to pursue, enjoy, and participate in the college's programs and facilities whether online, on campus, or while representing the school off campus. Student conduct that disrupts or violates the personal and property rights of others is prohibited and may be subject to disciplinary action.

Students must meet the following conduct standards:

A. be prompt and regular in attending classes or participating in an online or blended course
B. be well prepared for classes, clinicals, labs, online courses, and other learning experiences
C. submit assignments by the due dates
D. take exams when scheduled
E. act in a respectful manner towards other students, instructors and staff
F. make and keep appointments to meet with an instructor or other college personnel
G. seek assistance from the instructor and from the appropriate college support services (e.g., tutoring, accommodations, advising, career development, etc.) when needed
H. follow fair and appropriate procedures when evaluating courses and instructors. Factors such as race, ethnicity, color, religion, sex/gender, sexual orientation or preference, age, national origin, disability, marital status, political beliefs, veteran status, or personal relationships may not be considered.

In addition to the above items, students are expected to meet course and program behavioral standards.

300.11 Prohibited Student Conduct

Violations of the Student Conduct Code can lead to serious disciplinary action, including suspension or expulsion from the college. For allegations related to sexual harassment, sexual misconduct, sexual assault, domestic violence, stalking, discrimination, and/or harassment, see section 300.12 Determination of Allegations of Discrimination, Harassment and Retaliation and Policy 301.1 Discrimination, Harassment, and Retaliation.

Violations to the Student Conduct Code include but are not limited to the following:

A. Acts of Dishonesty
    a. Knowingly furnishing false information to any college official, faculty member, or office, such as an admissions application, financial aid application, or scholarship application
    b. Forgery, alteration, or misuse of college documents, records, instruments of identification, computer programs, or accounts
B. Harassment and Hazing
    a. Verbal, psychological, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion which:
        i. is threatening or carries with it the intentions of bodily harm or

ii. disrupts or undermines a person's responsibilities as a student, faculty, or staff member, including interfering with a person's educational or work performance

b. Harassment which is based upon discrimination as defined in the four-campus Discrimination, Harassment, and Retaliation Policy is also prohibited conduct; that type of harassment is covered in 301.1. It is a separate offense from harassment under this section.

c. Hazing including but not limited to any conduct or method of initiation, admission, or condition of continued membership in any student organization which:

i. endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of food, liquor, beverage, or drugs; beating or branding; confinement or imprisonment

ii. destroys, vandalizes, or removes public or private property

C. Physical Assault

a. physical contact of an insulting or provoking nature

b. physical interference with a person that prevents the person from conducting customary or usual affairs, causes fear of physical safety, or causes anyone to suffer actual physical injury

c. for sexual assaults, see section 300.12 Determination of Allegations of Discrimination, Harassment and Retaliation and Policy 301.1 Discrimination, Harassment, and Retaliation

D. Alcohol and Drugs

a. Use, possession, manufacture, distribution, or sale of narcotics or dangerous drugs as defined by city, state, or federal laws. This includes mind-altering drugs, designer drugs or synthetic substances used as a substitute for a controlled substance, except as expressly permitted by law or college policy. This also includes the abuse, distribution, or improper use of prescription drugs.

b. Use, possession, or distribution of intoxicants, including alcohol, in the building or on the grounds of Great Falls College except as expressly permitted by law or college policy.

E. Firearms, Explosives, and Weapons

a. Possession or use of firearms, ammunition, explosives, weapons, or dangerous chemicals on the college premises, regardless of whether the person has a permit to carry a concealed weapon

b. Carrying a concealed weapon and/or firearm regardless of whether the person has a permit to carry a concealed weapon

c. Violating federal, state, or local law on college premises or at college sponsored activities

d. Violating published college policy, rules, or regulations

F. Disruptive Behavior

a. Impairing, interfering with or obstructing the orderly conduct, processes and functions of the college

b. Threatening violence or committing violence against self, faculty, staff, or guests of the college community

c. Interfering with the freedom of movement of anyone of the college community

d. Interfering with the rights of others to enter, use, or leave any college facility, service, or activity

e. Obstructing or disrupting teaching, learning, research, administration, disciplinary procedures, other college activities, or authorized activities on college premises

f. Using public address systems on the campus except with permission of a college official

g. Failing to comply with directions of law enforcement officers, security personnel and college officials acting in the performance of their duties and/or failure to identify oneself to those persons when requested

h. Failing to comply with any authorized student conduct code sanction(s)/condition(s)

i. Trespassing or unauthorized entry into college buildings or property

G. Theft or Misuse of Property

a. Theft, attempted theft, unauthorized possession, use, or removal of college property or the property of any member of the college community
b. Defacing, tampering, damaging, or destroying college property or the property of any member of the college community
c. Unauthorized presence on, in or use of college grounds, facilities, or property
d. Theft or other abuse of computer facilities, capabilities, and/or computer time, including but not limited to:
    i. Unauthorized entry into a file to use, read, change the contents of, or for any other purpose
    ii. Unauthorized transfer of a file
    iii. Unauthorized use of another individual's identification or password
    iv. Use of computing facilities to interfere with the work of another student, staff, faculty member, or college official
    v. Unauthorized use of computer resources or the unauthorized use of copying of computer data or software. Examples of unauthorized use or copying include attempts to alter systems; unauthorized access or copying of data or software; attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use of copying.
    vi. Unlawful downloading and distributing copyrighted digital media via peer-to-peer file sharing applications, including video (movies) and sound (music) files
    vii. Attempts to circumvent or defeat any college-owned system firewall or any other mechanism put in place to manage the network
    viii. Failure to abide by or comply with Great Falls College information technology policies 701.1-705.1

300.12 Determination of Allegations of Discrimination, Harassment and Retaliation

Conduct outlined in the Great Falls College Policy 301.1 Discrimination, Harassment, and Retaliation are also prohibited conduct under the Student Conduct Code. The definitions for discrimination, harassment, sexual misconduct, domestic violence, and stalking are contained in policy 301.1 and procedures 301.1.1. Violations of this policy include retaliation against an individual for taking any of the actions in support of this policy as defined by policy 301.1. For Title IX compliance and violations of sexual harassment, sexual misconduct, and/or sexual assault policies, see policy 301.1 and procedure 301.1.1.

A. All sexual harassment, sexual misconduct, and sexual assault complaints against student(s) will be referred to the Title IX Coordinator and will follow the procedures for reports and complaints in accordance with Policy 301.1 Discrimination, Harassment, and Retaliation and Procedure 301.1.1 Discrimination, Harassment, and Retaliation procedures.
B. When a student is found to have engaged in policy violations, the executive director of student services will impose sanctions allowed by the Student Conduct Code in section 300.13 including suspension or expulsion from the college. The executive director of student services' decision is the final decision and shall not be subject to appeal.

300.13 Sanctions for Student Conduct Violations

Student Conduct Code violations which occur on college-owned, college-controlled property, or at college-sponsored events are subject to college disciplinary jurisdiction. The college may also apply this code to student conduct regardless of where it occurs when actions adversely impact or affect the overall mission, programs, and functions of the college or the health and safety of members of the college community.

Students who commit offenses against the city, state, or United States are subject to prosecution by those authorities and may be subject to disciplinary action under this code if the offenses also violate the college's Student Conduct Code. College disciplinary proceedings may precede, follow, or take place simultaneously with criminal proceedings or

investigations and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. When a student has been charged by a civil authority for a violation of law, the college will neither request nor agree to special consideration for the student solely because of the person's status as a student.

A. Individual Sanctions

In recommending or determining a sanction for conduct violations, the executive director of student services or designated college official may consider the student's present and past disciplinary record; the nature of the offense; the severity of any damage, injury, or harm caused; and other factors relevant to the matter. If the student is found to have violated the Student Conduct Code, the responsible college official may impose one or more of the following sanctions:

a. Expulsion- permanent separation of the student from the college. The student may also be barred from the college premises.
b. Suspension- separation of the student from the college for a specified period of time but not less than the remainder of the semester. The student shall not participate in any college-sponsored activity and may be barred from college premises.
c. Conduct Probation/Suspension Warning- a status which is imposed for a designated period of time and includes the possibility of more severe disciplinary sanctions, including suspension or expulsion, if the student is found to have violated the Student Conduct Code during the period
d. Disciplinary Reprimand- a formal reprimand, which may be imposed either in verbal or written form for violation of the Student Conduct Code and a warning that further misconduct may result in more severe disciplinary action
e. Restitution- compensation for actual loss, damage, or injury, including appropriate service and/or monetary or material replacement
f. Other Sanctions- other sanctions may be imposed instead of or in addition to those specified above, such as work requirements, restrictions, loss of privileges, withholding registration, limitation of access to college property, imposition of mandatory educational or counseling requirements, or other sanction appropriate under the circumstances.

B. Group Sanctions

The following sanctions may be imposed upon student groups or organizations registered with the college:

a. Those sanctions listed in 300.13A above
b. Deactivation- loss of all privileges, including college recognition or registration for a specified period of time

For procedures on reporting a Student Conduct Code violation, see procedures 300.1.1 Reporting a Student Conduct Violation. All personnel must report a Student Conduct Code violation even if the sanction was only a verbal or written warning to the student.

300.14 Student Conduct Code Sanctions Appeal

Students may appeal the decision of the designated college official by following procedures in 300.1.2. Students wishing to appeal the decision of the executive director of student services must specifically allege and factually support one or more of the following claims:

1. There was an error in the procedure or the interpretation of the Student Conduct Code which substantially affected the decision.
2. The student has new evidence, not previously available, which would have materially affected the decision.
3. The sanctions imposed are not appropriate given the nature of the violation.

300.15 Records and Confidentiality

The executive director of student services shall maintain disciplinary records, which include, but are not limited to, the following information: the student's name and related identifying information, applicable Student Conduct Code

violations, parties involved, description of the incident, sanctions(s), expiration dates, agreements or restrictions, and any other data deemed relevant. Disciplinary records and related information shall be made available to investigators and designated officials to assist in recommendations of an appropriate sanction and to other college personnel who require such information to fulfill their official duties.

A. Students may arrange to review their own disciplinary records and related information by contacting the executive director of student services.
B. Except as provided elsewhere in this code and/or as required by law, the college shall not communicate a student's disciplinary record to any person or agency without the prior written consent of the student or the student's parents or legal guardian when the student is a minor.
C. Disciplinary records shall be maintained for seven (7) years from the last recorded entry and then destroyed.

Reference

Great Falls College Policy 301.1 Discrimination, Harassment and Retaliation

SUBJECT:	Student Affairs				
POLICY:	301.1 Discrimination, Harassment, and Retaliation Policy				
PROCEDURE:					
EFFECTIVE:	June 2014	**REVISED:**	May 2024	**REVIEWED:**	May 2025

Introduction and Purpose

Montana State University campuses commit to a learning and working environment that emphasizes the dignity and worth of every member of its community that is free from discrimination, harassment, and retaliation based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, "protected-class harm"). An inclusive environment is necessary to a healthy and productive college community. The college will take appropriate action to prevent, resolve, and remediate protected-class harm.

Policy

In order to maintain consistency across the Montana State University affiliation, Great Falls College MSU follows a four-campus policy in regards to discrimination, harassment and retaliation. The policy can be found on Montana State University's policy page, here.

Reference

Titles IV, VI, and VII of the Civil Rights Act of 1964
34 C.F.R. pt. 100
Title IX of the Education Amendments of 1972 28 C.F.R. pt. 54
34 Fed .Reg. pt. 106
Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104 Age Discrimination Act of 1975
34 .Fed .Reg. pt. 110
Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35
Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated
Board of Regents Policy 507
Violence Against Women Act; 42 U.S.C. sections 13701 through 14040

SUBJECT:	Student Affairs				
POLICY:	303.1 Drug Free Campus				
PROCEDURE:					
EFFECTIVE:	September 2007	**REVISED:**	April 2022	**REVIEWED:**	

Introduction and Purpose

In compliance with the Drug Free Workplace Act of 1988 (Public Law 101-690), Great Falls College MSU is committed to a good faith effort to provide a drug-free campus.

Policy

The manufacturing, distribution, sale and/or abuse of illicit and/or prescription drugs, or the inappropriate use of alcohol at the college or in any activity affiliated with the college is prohibited. Although Montana state law permits the personal use of marijuana, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The college will enforce the Board of Regents' Policy 503.1 regarding alcoholic beverages. Students must comply with this policy as a condition of attendance. Violations of this policy will result in disciplinary action up to and including expulsion and/or referral for prosecution. At the discretion of the CEO/Dean of the College, a student violating the policy may be required to satisfactorily complete a drug or alcohol abuse rehabilitation program as an alternative to expulsion or as a condition for readmission.

According to information provided by the U.S. Department of Education, drug and alcohol abuse may cause personal health problems, as well as interfere with work, school, and daily living performance.

The Great Falls community has a number of excellent resources available to assist an individual who is having difficulty with drug and/or alcohol abuse. Advisors at the College are familiar with community resources and are available to refer individuals for assistance and/or treatment to overcome the problem of drug or alcohol abuse.

Related Policies/Laws

Montana Board of Regents Policy 503.1
Drug Free Workplace Act of 1988 (Public Law 101-690)

SUBJECT:	Student Services				
POLICY:	303.2 Crime Awareness and Campus Security				
PROCEDURE:					
EFFECTIVE:	March 2011	**REVISED:**	April 2022	**REVIEWED:**	

Introduction and Purpose

It is the commitment of Great Falls College to afford its students, employees, and visitors a campus and educational environment that is as safe and free of crime as possible.

Policy

Students, employees, and visitors contribute to overall campus safety by reporting criminal activity, by securing personal possessions while on campus, and by being aware of personal safety when entering or exiting the campus.

The Great Falls Police Department is the primary law enforcement agency for the City of Great Falls. They have jurisdiction over the College and will respond upon request to all crimes committed on campus that violate city ordinances and State of Montana Statutes, and they will conduct all investigations or arrests.

When entering or exiting the building, students are advised to use the buddy system and stay in well-lighted areas with other foot traffic. When exiting the buildings alone after dark, students are urged to request escort from other students they know or go to the Help Desk to request an escort from the security officer on duty.

Students who are victims of criminal activity or who observe any criminal and/or suspicious activity in the College's buildings or on campus property are urged to immediately call 911. If calling from a campus phone, dial only 911 (no extra 8 is needed to get an outside line).

To report criminal and/or suspicious activity an Incident Report must be completed. The form is available below or from the Information Desk or Business Office. It is advised that the report be completed within 24 hours of the incident and returned to the Executive Director of Operations in the Administration Suite. The incidents that involve students will be shared with appropriate staff in Student Services. In the case of personal injury/violation requiring medical attention, Emergency Medical Services (911) should be called for assistance and instructions.

Related Manuals/Forms

Incident Report Form

SUBJECT: Student Affairs
Policy 304.1 Relationships with Students
Effective: March 2011 Reviewed: October 2022

Introduction and Purpose

Interactions between the faculty and students at Great Falls College MSU are guided by mutual trust, confidence, and professional ethics. An inherent power differential exists between faculty members and students; as a result, faculty-student interactions that go beyond their professional connection carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics

Policy

Faculty members shall not engage in romantic, sexual, or exploitive relationships with students whenever a faculty member has a professional "position of authority" with respect to the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. Should such a relationship develop, or appear likely to develop, while the faculty member is in a position of authority, the faculty member and/or the student shall terminate the position of authority. Even when the faculty member has no professional responsibility for a student, the faculty member should be sensitive to the perceptions of other students that a student who has a consensual relationship with a faculty member may receive preferential treatment from the faculty member or the faculty member's colleagues.

Failure to comply with this policy will subject the faculty member to disciplinary action up to and including dismissal.

This policy applies also to other College employees who have a supervisory or advisory responsibility for students.

There are exceptional circumstances in which a student at the College is a spouse, partner or other individual with a previously established close person tie to a faculty member or other employee with a supervisory/advisory responsibility. This policy does not apply in such circumstances, but the circumstance should be disclosed to the CEO/Dean as soon as the employee is aware of the close relation’s enrollment. The CEO/Dean is the administrative officer who determines whether an exceptional circumstance exists and, if so, the extent to which it governs employee conduct.

SUBJECT:	Personnel				
POLICY:	401.2 Discrimination, Harassment, and Retaliation Policy				
PROCEDURE:					
EFFECTIVE:	June 2014	**REVISED:**	May 2024	**REVIEWED:**	May 2025

Introduction and Purpose

Montana State University campuses commit to a learning and working environment that emphasizes the dignity and worth of every member of its community that is free from discrimination, harassment, and retaliation based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, "protected-class harm"). An inclusive environment is necessary to a healthy and productive college community. The college will take appropriate action to prevent, resolve, and remediate protected-class harm.

Policy

In order to maintain consistency across the Montana State University affiliation, Great Falls College MSU follows a four-campus policy in regards to discrimination, harassment and retaliation. The policy can be found on Montana State University's policy page, here.

Reference

Titles IV, VI, and VII of the Civil Rights Act of 1964
34 C.F.R. pt. 100
Title IX of the Education Amendments of 1972 28 C.F.R. pt. 54
34 Fed .Reg. pt. 106
Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104 Age Discrimination Act of 1975
34 .Fed .Reg. pt. 110
Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35
Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated
Board of Regents Policy 507
Violence Against Women Act; 42 U.S.C. sections 13701 through 14040

SUBJECT: Personnel
Policy: 403.8 Drug Free Workplace
Effective: January 2010 **Revised**: April 2022

Introduction and Purpose

In compliance with the Drug Free Workplace Act of 1988, Great Falls College MSU is committed to make a good faith effort to maintain a drug-free workplace.

Policy

The manufacturing, distribution, sale and/or abuse of illicit and/or prescription drugs, or the inappropriate use of alcohol at the college or in any activity affiliated with the college is prohibited. Although Montana state law permits the personal use of marijuana, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds.

Employees must comply with this policy as a condition of employment. The College will take appropriate personnel action within 30 days against any employee found to be in non-compliance with this policy, up to and including termination and/or referral for prosecution; or requiring the employee to participate satisfactorily in a chemical abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other agency approved by the College.

Related Policies/Laws

Montana Board of Regents Policy 503.1
Drug Free Workplace Act of 1988 (Public Law 101-690)

SUBJECT: Personnel
Policy: 405.4 Campus Security and Safety
Effective: March 2011 **Revised**: February 2022

Introduction and Purpose

It is the policy and commitment of the Great Falls College Montana State University to provide its employees, students, and visitors with a campus environment that is as safe and free of crime as possible.

Employees, students, and visitors contribute to overall campus security and safety by reporting criminal activity, securing personal possessions, and being aware of personal safety at all times including entering and exiting campus buildings.

Policy

Great Falls College provides to the public campus crime prevention information as well as statistics on the incidence of campus crime. Information is available from Student Central.

The Great Falls Police Department is the primary law enforcement agency for the City of Great Falls. They have jurisdiction over the College and will respond upon request to all crimes committed on campus that violate city ordinances and State of Montana Statutes, and they will conduct all investigations or arrests.

Employees, students, and visitors who are victims of criminal activity or who observe any criminal and/or suspicious activity in the College's building or on campus property are urged to immediately call 911. If calling from a campus phone, dial only 911 (no extra 8 is needed to get an outside line).
In the case of personal injury/violation requiring medical attention, Emergency Medical Services (911) should be called for assistance and instructions.

In addition, an Incident Report must be completed. The form is available at https://gfcmsu.edu/wp-content/uploads/2024/12/IncidentReport.pdf

It is advised that the report be completed within 24 hours of the incident and returned to the Executive Director of Operations in the Administration Suite.

SUBJECT: Personnel
Policy: 407.2 Relationships with Students
Effective: March 2010 **Revised**: December 2022

Introduction and Purpose

Interactions between the faculty and students at Great Falls College Montana State University depend upon mutual trust, confidence, and professional ethics. An inherent power differential exists between faculty members and students. As a result, faculty-student interactions that go beyond a professional relationship carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics.

Policy

No faculty member shall engage in a romantic, sexual, or exploitive relationship with a student when that faculty member has a professional "position of authority" with respect to that student in such matters as teaching a course, or evaluating, supervising, or advising him or her as part of a school program. Should such a consensual relationship develop, or appear likely to develop while the faculty member is in a position of authority, the faculty member and/or the student shall take steps to dissolve the position of authority. Even when the faculty member has no professional responsibility for a student, he or she should be sensitive to the perceptions on the part of other students that a student engaged in a consensual relationship with a faculty member may receive preferential treatment from the faculty member and/or the faculty member's colleagues.

Failure to comply with this policy will subject the faculty member to disciplinary action up to and including dismissal.

This policy also applies to other College employees who have a supervisory or advisory responsibility in relation to students.

There are exceptional circumstances in which a student at the College is a spouse, partner or other individual with a previously established close person tie to a faculty member or other employee with a supervisory/advisory responsibility. This policy does not apply in such circumstances, but the circumstance should be disclosed to the CEO/Dean as soon as the employee is aware of the close relation's enrollment. The CEO/Dean is the administrative officer who determines whether an exceptional circumstance exists and, if so, the extent to which it governs employee conduct.

APPENDIX B

Support and Reporting Options for Survivors of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking

You can speak with anyone at any time. Reporting is always an option. Choosing one route does not exclude other options. Survivors should pursue whatever routes will be most helpful to their recovery.

Incident

Would you like to speak with someone?

Yes → **Would you like to speak with someone confidentially?**

No → **Would you like to make an anonymous report?**

Would you like to speak with someone confidentially?

Yes → **CONFIDENTIAL- NOT OBLIGATED TO REPORT:**

- Licensed Mental Health Counselors at Center for Mental Health: 761-2104
- Licensed Mental Health Counselors at Great Falls Mental Health Triage Services, 406-272-1086 or text 406-840-4352 (3 free visits for GFC MSU Students – can arrange for more)
- Your Clergy
- YWCA Mercy Home 24 Hour Crisis Line: 406-453-1018 or 800-352-7449
- National Domestic Violence Hotline: 1-800-799-7233
- Voices of Hope: 406-268-1330
- Victim Witness: 406-315-1111
- National Sexual Assault Hotline: 1-800-656-4673

No → **NON-CONFIDENTIAL- MAY BE OBLIGATED TO REPORT:**

- **Great Falls Police Department: 9-1-1 or 406-771-1180 May be obligated to report.**
- **Title IX Coordinator: Mary Kay Bonilla – 406-771-5123**

ANONYMOUS Report of Sexual Assault form available at: http://www.gfcmsu.edu/safety/reportingform.html

All GFC MSU employees must report incidents of sexual assault, even if the alleged victim declines to report. Title IX Coordinators investigate all reports.

Would you like to make an anonymous report?

Yes → **ANONYMOUS REPORT OF SEXUAL ASSAULT form available at:** http://www.gfcmsu.edu/safety/reportingform.html

No- we encourage you to contact one of the resources below

- Licensed Mental Health Counselors: Center for Mental Health: 761-2104 GF Mental Health Triage, 406-272-1086
- Your Clergy
- YWCA Mercy Home. 24 Hour Crisis Line: 406-453-1018 or 1-800-352-7449
- National Domestic Violence Hotline: 1-800-799-7233
- Voices of Hope: 406-268-1330
- Victim Witness: 406-315-1111
- National Sexual Assault Hotline: 1-800-656-4673

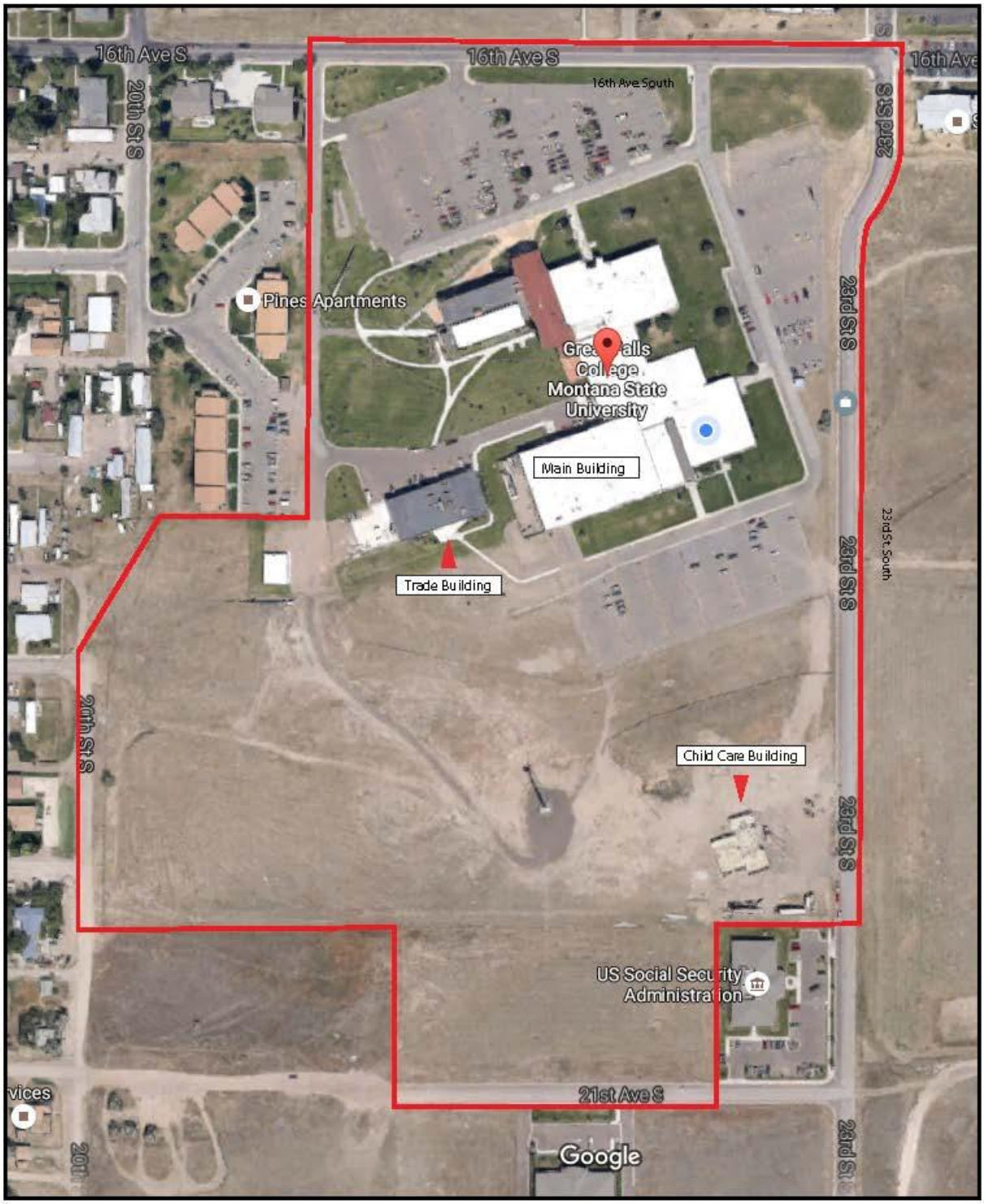
For Medical Attention, call 9-1-1 or Benefis, 406-455-5000 (important for evidence preservation)

APPENDIX C – CLERY CRIME REPORTING GEOGRAPHY MAP

GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY
2100 16th Ave S
Great Falls, MT 59405

Appendix C - Clery Crime Reporting Geography Map

Security Boundary Map



Updated 11/9/2016