

## Academic Support Resources

(coursework content, balancing study time and time management, motivation issues, basic skill requirements),  
financial concerns/issues, disability, major/program concerns

<p>Allen Yarnell Center for Student Success</p> <ul style="list-style-type: none"> <li>- Office of Student Success</li> <li>- Office of Financial Education</li> <li>- Career, Internship &amp; Student Employment Services</li> <li>- Tutoring services</li> <li>- Success advisors</li> <li>- “The Den” in South Hedges Residence Hall (satellite student success center)</li> </ul>	<p>177 Strand Union Building 406.994.7627 <a href="mailto:success@montana.edu">success@montana.edu</a> <a href="http://www.montana.edu/aycss/">www.montana.edu/aycss/</a></p>
<p>Office of Student Success EARLY ALERT PROGRAM</p> <ul style="list-style-type: none"> <li>- Faculty and staff encouraged to submit referrals for students struggling with engagement, attendance, test scores, homework, etc.</li> <li>- OSS will follow-up with your student to meet with a success advisor</li> <li>- Also follows up with faculty about conversation</li> </ul>	<p>To submit an Early Alert report: <a href="http://www.montana.edu/aycss/success/earlyalert.html">www.montana.edu/aycss/success/earlyalert.html</a></p>
<p>TRiO Student Support Services</p> <ul style="list-style-type: none"> <li>- Low income</li> <li>- First generation</li> <li>- Students with disabilities</li> <li>- Application process</li> </ul>	<p>314 Reid Hall 406.994.7474 <a href="mailto:trioss@montana.edu">trioss@montana.edu</a> <a href="http://www.montana.edu/trioss/">www.montana.edu/trioss/</a></p>
<p>McNair Scholars</p> <ul style="list-style-type: none"> <li>- Targeted at underrepresented populations</li> <li>- Sophomores and juniors, a 2-year program for students who want to go on to graduate school</li> <li>- Application process</li> </ul>	<p>405 Reid Hall 406.994.5072 <a href="mailto:mcnair@montana.edu">mcnair@montana.edu</a> <a href="http://www.montana.edu/mcnair/">www.montana.edu/mcnair/</a></p>
<p>Office of Disability, Re-entry and Veteran Services</p> <ul style="list-style-type: none"> <li>- Disability access and accommodations (alternative text request, note taking requests, etc.)</li> <li>- Support for students returning to college</li> <li>- Veteran educational benefits</li> </ul>	<p>180 Strand Union Building 406.994.2824 <a href="mailto:drv@montana.edu">drv@montana.edu</a> <a href="http://www.montana.edu/drv/">www.montana.edu/drv/</a></p>
<p>Academic Advisors</p> <ul style="list-style-type: none"> <li>- Education Advisors</li> <li>- HHD Advisors</li> <li>- University Studies Advisors (undecided majors)</li> </ul>	<p>Education- 132 Reid Hall 406.994.1880 HHD- 121 Hosaeus Fitness Complex 406.994.4001 University Studies- 130 Gaines Hall 406.994.3532</p>
<p>Writing Center</p> <ul style="list-style-type: none"> <li>- Review of essays, presentations, scholarship essays, cover letters, etc.</li> <li>- Initial brainstorming help to final revisions</li> <li>- By appointment or walk-in</li> </ul>	<p>1114 Wilson Hall 406.994.5315 <a href="mailto:writingcenter@montana.edu">writingcenter@montana.edu</a> <a href="http://www.montana.edu/writingcenter/">www.montana.edu/writingcenter/</a></p>
<p>Math Learning Center</p> <ul style="list-style-type: none"> <li>- Free drop-in math tutoring</li> <li>- Instructor and course-specific schedules posted on website</li> </ul>	<p>2214 Wilson Hall 406.994.3601 <a href="mailto:math@montana.edu">math@montana.edu</a> <a href="http://www.math.montana.edu/undergrad/mlc/">www.math.montana.edu/undergrad/mlc/</a></p>

## Non-Academic Support Resources

(mental health issues, homesickness, relationship (roommate, significant other., family, etc), general adjustment, sexual assault, physical/health concerns, etc.), issues that may affect classroom attendance and well-being

<p>Counseling and Psychological Services</p> <ul style="list-style-type: none"> <li>- FREE confidential counseling to students</li> <li>- Works with students with a variety of concerns and issues</li> <li>- Crisis or distress/emergency also available</li> </ul>	<p>211 Swingle Hall 406.994.4531 <a href="http://www.montana.edu/wwwcc/">www.montana.edu/wwwcc/</a> 24-hour community crisis help line after hours- 406.586.3333</p>
<p>VOICE Center</p> <ul style="list-style-type: none"> <li>- 24-hour free and confidential services for all people impacted by sexual assault, relationship violence and stalking</li> <li>- Services also available for friends and family of survivors</li> </ul>	<p>370 Strand Union Building 406.994.7069 <a href="http://www.montana.edu/health/voice/">www.montana.edu/health/voice/</a></p>
<p>Diversity Awareness Office</p> <ul style="list-style-type: none"> <li>- Provides support and training to the university community for multicultural awareness, prejudice education and practical resources for diversity issues</li> <li>- Offers Safe Zone trainings, LGBTQ mentors, oversees Sustained Dialogue program and many other resources for students, faculty, and staff</li> </ul>	<p>368 Strand Union Building 406.994.5801 <a href="mailto:diversityawareness@montana.edu">diversityawareness@montana.edu</a> <a href="http://www.montana.edu/diversity/">www.montana.edu/diversity/</a></p>
<p>Office of The Dean of Students</p> <ul style="list-style-type: none"> <li>- Academic misconduct (cheating, plagiarism, multiple submission, other academic dishonesty)</li> <li>- Behavioral misconduct</li> <li>- Student safety and welfare (support for extenuating circumstances, behavioral intervention)</li> <li>- Support and consultation for faculty and staff</li> <li>- Other campus resources</li> </ul>	<p>174 Strand Union Building 406.994.2826 <a href="mailto:deanofstudents@montana.edu">deanofstudents@montana.edu</a> <a href="http://www.montana.edu/deanofstudents/">www.montana.edu/deanofstudents/</a></p>
<p>University Police</p> <ul style="list-style-type: none"> <li>- 24-hour full-service police force</li> <li>- Safety Escorts across campus</li> <li>- Jump-starts and vehicle unlocking</li> <li>- Parking services</li> <li>- Campus crime alerts and reporting</li> </ul>	<p>7<sup>th</sup> Ave and Kagy Blvd. 406.994.2121 <a href="http://www.montana.edu/wwwmsupd/">www.montana.edu/wwwmsupd/</a></p>

## **\*\*Other Important Student Success Resources\*\***

### **Title IX and Sexual Discrimination and Sexual Harassment Reports**

ALL employees complete the mandatory Equity Training Program accessed through MyInfo. Any student, faculty or staff member with questions or concerns about sex discrimination or sexual harassment or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Coordinator for assistance. The Title IX Officer is available to discuss options, explain university policies and procedures, and provide education on relevant issues. As faculty, you are mandatory reporters and therefore all reports of sexual violence MUST be reported to the Office of Institutional Equity (118 Hamilton Hall, 406.994.2042, [oi@montana.edu](mailto:oi@montana.edu))

### **FERPA- Federal Educational Rights and Privacy Act**

FERPA protects a student's educational record, regardless of how the record is maintained and who maintains it. Grades, test scores, evaluations and similar assessments about a student, maintained by an instructor, a department or office, a counselor, or any other school official are all included in FERPA. IMPORTANT: There are some circumstances where educational records may be released without a student's written consent. For instance, records may be disclosed to other school officials—including faculty, administrative staff and other employees within the institution—whom the institution has determined to have legitimate educational interests.

### **Academic Misconduct Reporting**

Academic misconduct includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; multiple submission, theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, computer programs, or animals without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means. If you have concern about a student in your classroom violating the academic misconduct policy please take the following steps:

1. Gather any materials that verify your suspicion of academic misconduct.
2. Review the incident with a fellow colleague, your department head, college dean and/or Dean of Students member to gain another perspective in the situation and familiarize yourself with the reporting process.
3. Contact the student to set up a time to discuss the situation/incident.
4. Meet with the student and discuss your perspective on what happened. Give the student an opportunity to share his/her perspective as well. You may want to consider inviting a colleague and/or Dean of Students staff member to join this meeting. It is also acceptable for the student to bring an additional support person with them, should they choose to do so.
5. Make a determination of responsibility and notify the student in writing of your determination. Report the academic misconduct violation and outcome to the Office of the Dean of Students by completing the online [Academic Misconduct Reporting Form \(http://www.montana.edu/deanofstudents/academicmisconduct.html\)](http://www.montana.edu/deanofstudents/academicmisconduct.html)

A student's first incident of academic misconduct is handled at the instructor's discretion. The instructor may impose sanctions A through E of section 430.00 of the Code of Student Conduct for students found responsible of academic misconduct. These sanctions range from an oral reprimand to a lower or failing grade in the course. After an instructor submits the Academic Misconduct Reporting form and if it is determined that the violation was the student's second incident of academic misconduct, the student will be referred to the student conduct process. The student will have the option to sign an administrative agreement, accepting responsibility for the academic misconduct violation and agreeing to sanctions. If the student does not take responsibility for the incident, he or she will be informed of the appeals process which may ultimately result in a student conduct hearing. A student found responsible for a second incident of academic misconduct may be sanctioned with F through I of section 430.00. These sanctions range from removal of the student from the course through disciplinary probation, suspension, or expulsion from the University.

### **Assistant Dean of EHH**

Should other issues arise or if there are questions on any of this information or how to navigate through these university resources, or if troubleshooting or a conversation is needed, please do not hesitate to contact Kayte Kaminski, Assistant Dean/Director of Student Success in EHH (250 Reid Hall, 406.994.4135, [Katherine.kaminski@montana.edu](mailto:Katherine.kaminski@montana.edu))