

# Code of Conduct, Policies, Regulations, & Reports

## Academic and Conduct Guidelines

Montana State University expects students to maintain acceptable standards of behavior on campus and in the community and to manifest a serious purpose by maintaining satisfactory scholastic standing in their coursework. Students who show persistent unwillingness or inability to comply with these requirements will not be permitted to continue his or her affiliation with the University.

A complete statement of the guidelines and procedures concerning academic integrity and student conduct is contained in the Student Code of Conduct ([http://www2.montana.edu/policy/student\\_conduct](http://www2.montana.edu/policy/student_conduct)).

The following identifies the responsibilities of all MSU students as defined by the Student Code of Conduct. The entire code of conduct can be found at [www.montana.edu/knowyourcode/](http://www.montana.edu/knowyourcode/)

## Student Responsibilities

### Academic Expectations

Students must:

1. be prompt and regular in attending classes;
2. be well-prepared for classes;
3. submit required assignments in a timely manner;
4. take exams when scheduled, unless rescheduled under 310.01;
5. act in a respectful manner toward other students and the instructor and in a way that does not detract from the learning experience; and
6. make and keep appointments when necessary to meet with the instructor. In addition to the above items, students are expected to meet any additional course and behavioral standards as defined by the instructor and listed in the syllabus.

A student officially representing MSU in athletic events, government, performance, or in similar official capacities, is entitled to the rescheduling of exams or important assignments due to required absences, only if a student has met the academic expectations outlined in section 310.00 of the Student Conduct Code. Students who do not meet the academic expectations, however, may not be entitled to special accommodations. Students are expected to provide course instructors with official notification of scheduled activity(ies) as early as possible, preferably at least ten (10) days in advance of the event.

Students participating in official MSU activities should not expect any special accommodation for attendance at regularly scheduled practice sessions or meetings (i.e., the routine activities required for performance, athletic pursuits, etc.).

### Assistance

Students should seek assistance from the instructor and from the appropriate University support services (e.g., tutors, study skills counseling, career development, etc.), if the need for such services arises.

### Evaluation

Students should follow fair and appropriate procedures when evaluating their 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.

## Academic Honesty

The integrity of the academic process requires that credit be given where credit is due. Accordingly, it is academic misconduct to present the ideas or works of another as one's own work, or to permit another to present one's work without customary and proper acknowledgment of authorship. Students may collaborate with other students only as expressly permitted by the instructor. Students are responsible for the honest completion and representation of their work, the appropriate citation of sources and the respect and recognition of others' academic endeavors.

The Dean of Students' Office reviews the MSU Conduct Code and Grievance Procedures for Students annually. As changes occur in the organizational, operational, educational, and legal environments, the guide is revised.

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### **Font Notice**

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.