

Faculty Senate Agenda  
10/11/17  
1 p.m.– 3:30  
Mill 201 – Chancellor’s Lounge

I. Welcome and Minutes

Action Items

- II. Recommendations from the CRC
- a. CRC minutes and attendance
  - b. CRC requests
    - i. Curricula changes for AHSS and OSH
    - ii. Course and name change for LS
    - iii. Create and change courses in Nursing
    - iv. Change course requisites in EE
- III. Appointment of member for the Academic Freedom and Tenure Committee (AFTC) - “The committee considers appeals by faculty of administrative decisions that impair the faculty member’s academic freedom or violate the procedures for obtaining tenure. The committee attempts to resolve disputes in an informal manner, but formal hearings may also be held. Ordinarily, the committee will not offer judgments on the merits of a faculty member to qualify for tenure, but will only attempt to determine if the faculty member has had fair and due process in all proceedings. The committee may offer its judgments in matters concerning academic freedom. The committee submits a written report of its findings to the appealing faculty member and the administration. Only **tenured members of the faculty** are eligible for membership on this committee.”

Informational Items

- IV. Statement on Limited English Proficiency (LEP) from Dr. Vath, Dean of Students
- a. UM policy: <http://www.umt.edu/eo/equalop/lepqa.php>
- V. Updates on our Service and Support Animal Policies from Vanessa Van Dyk, Director of HR
- a. Policy and procedures, reference guide, and student forms.
- VI. Update from the Student Evaluations Sub-Committee from Dr. Glen Southergill, Senator for PTC/Writing

Discussion Items

- VII. Discussion of faculty turnover and exit process with Vanessa Van Dyk, Director of HR
- VIII. Faculty senate survey results (2017) dissemination
- IX. Read comments from legal counsel and senate minutes
- X. Other Items

Draft Dated 10/21/17

Curriculum Review Committee Meeting Agenda- 09-28-2017

- I. Call the meeting to order / end: **330 422**
- II. Changes to Meeting Minutes from **May 2017**
- III. Scheduled Meetings
- IV. Member Attendees: **Sign in Please**
- V. Curriculum Revisions and Proposals:

FALL SCHEDULE

Fall Schedule

Due date Monday 25 Sept for Meeting Thu Sept, 330 - 5, SUB 113

Due date Monday 23 Oct for Meeting Thu: Oct 830-10; Sub 113

Due date Monday 13 Nov for Meeting Thu Nov 4-530, Sub 113

Due date Monday 4 Dec for Meeting Wed Dec 830-10, Sub 113

MADE change #1

GEO 284 is

GPHY 284

Intro GIS Science

Larry + David

#1 may change

~~9/25/17~~ ~~11/15/17~~ GEOE525

SHIH

Program	Description	Dean's Approval	GRC Vote Y/N/A
B.S. AHSS	Curriculum change Change Freshman elective from 3 credits to 2 credits. Changes total credits for graduation from 129 to 128. Historically degree was 128 – error possibly carried from 2015 when OSH 101 was reduced from 3 to 2 credits and electives added	OK	✓
B.S OSH and AHSS	Curricula change Define ENG, OSH, SCI elective  Proposed: ENG, SCI, OSH Elective* *100 level or higher engineering, biological science, chemistry, geology, OSH, PHYX, STAT, IH, NRSG, KIN, AHS, or M 141 or higher	OK	✓
B.S. OSH and AHSS	Curricula change Add option Both B.S. programs require WRIT 101, add WRIT 121 as an OR to allow students and option of taking a higher-level class.  Proposed: WRIT 101 Or WRIT 121	OK	✓
B.S. OSH and AHSS	Curricula change Define substitution of OSH, SCI, ENG elective  M 151 (add footnote) Students testing into and earning a C- or above in M 171 may substitute <del>an</del> OSH, ENG, SCI elective for the 4 credit hours allocated to M 151.	OK	✓

3 credit hours

101

4

Curriculum Review Committee Meeting Agenda– 09-28-2017

	<p>CHMY 121 (add foot note) Students who earn a C- or above in CHMY 141 may substitute and OSH, ENG, SCI elective for the 3 credit hours allocated to CHMY 121</p>		
<p>Notes:</p>			

**Liberal Studies**

Program	Description	Dean's Approval	CRC Vote Y/N/A
B.S. Liberal Studies	<p>Program name change to <u>B.S. in Interdisciplinary Arts and Sciences</u></p>		
Same	<p>REMOVE PRE-REQ Currently: Prerequisite(s): Sophomore standing or Consent of Instructor. Satisfies Humanities &amp; Fine Arts core. Course generally offered 1st semester.</p> <p>Proposed: PHL 101 - Reason &amp; Reality: Introduction to Philosophy - 3 credits (Hrs: 3 Lec.) An introductory study, based on selected philosophical writings, of the nature and scope of philosophy and some of its constituent fields of inquiry: epistemology, metaphysics, ethics, esthetics, the philosophy of history, and the philosophy of science. Satisfies Humanities &amp; Fine Arts core. Course generally offered 1st semester.</p>		
Same	<p>Add PSCI 250 to the approved list of "Philosophy and Political Thought" course options.</p> <p>Proposed curriculum degree changes:</p> <p>Philosophy and Political Thought (6 credits) Select 3 credits <input type="checkbox"/> PHL 101 - Reason &amp; Reality: Introduction to Philosophy 3 credits <input type="checkbox"/> PHL 110 - Problems of Good &amp; Evil: Introduction to Ethics 3 credits <input type="checkbox"/> PSCI 101 - Introduction To Political Science 3 credits <input type="checkbox"/> PSCI 210 - Introduction to American Government</p>		



Curriculum Review Committee Meeting Agenda- 09-28-2017

	3 credits <input type="checkbox"/> PSCI 250 - Introduction to Political Theory		✓
Meeting Minutes	Minor discussion regarding the 'Art' side of the name change & loss of classes in languages		

**Nursing**

Program	Description	Dean's Approval	CRC Vote Y/N/A
B.S Nursing (post licensure)  IS for Registered Nurses	NRSNG 325 Change course description  Proposed <b>Advanced Health Assessment</b> integrates and builds on the education and skills gained during previous course work. Post-Licensure students will enhance their assessment techniques by this course emphasizing analysis, synthesis, and documentation of assessment data as a foundation for providing holistic nursing care.  reflect ↳ social, emotional, physical	✓	✓

Meeting Minutes:

B.S Nursing (post pre licensure)  AS level BS	Create a new course and Replace NRSNG 440 Current Trends in Health Care with NRSNG <del>XXX</del> Intergraded Health Assessment on the curriculum <u>Need a number</u>  <b>Integrated Health Assessment</b> assimilates and builds on the education and skills gained during previous nursing course work. Pre-Licensure students will enhance their assessment skills by learning to integrate health assessment data as a foundation for providing holistic nursing care.  70% online	✓  ✓	✓  Don't need to pass online to pass class
--	---	------------	--

Meeting Minutes: 256 | 20% comprehensive | 10% academic paper

Same	NRSNG <del>XXX</del> Pathophysiology change credits from 4 to 3, no change in degree graduation credits	✓	✓
------	---	---	---



Curriculum Review Committee Meeting Agenda- 09-28-2017

Meeting Minutes:

**EE**

Program	Description	Dean's Approval	CRC Vote Y/N/A
B.S. EE	Change M 274 to a co-req instead of a pre-req for to ENG 203 EELE Proposed EELE 203, Circuits II for Engineers. Pre-req = EELE 201 and 202. Co-req = M 274.		

Notes:

*Discussed w/ math*

- ~~For Next year~~ SO's added to course syllabus before changes are submitted to the CRC?  
~~(NOT DISCUSSED)~~ No only when new course # requested

CRC sign in 2017-2017

	Sept	Oct	Nov	Dec
Joel Graff (2016) (Biology)	JG			
Jahan Bayat (2012) (GenE)	—			
Larry Smith (2016) (GeoE)	LS			
Paul Conrad (2007) (MinE)	PWC			
Nagisetty, Raja (2017) (EnvE)	NRN			
Kristi Bailey (2016) (HCI)	KB			
Linda Granger (2001) (Bus Tech)	LG			
Nick Hawthorne (2012) (PTC)	NH			
David Hood (2016) (BIT)	DH			
Ed Metesh (2004) (Network Technology)	—			
Atish Mitra (2014) (Math & Statistics)	AM			
John Morrison (2009) (EE)	Dart Represented			
Susan Schrader (PetE)	SS			
Laurie Noel (2006) (Nursing)	LN			
Ryan Mulcahy (2017) (Health)	RM			
Isabel Campos (2008) (Liberal Studies)				
Tony Patrick (2015) (Trades & Technical)				
Marvin Speece (1998) (GeopE)				
Theresa Stack (2014) (Chair) (SH/IH)				
KV Sudhakar (2009) (Met/MatE)	KV			
Jeff Braun (2001) (CS)	JB			
Bev Hartline (Graduate School 2015)				
Scott Heidecke (Chemistry 2016)	Doug Ref			
Raven Hrysenko (ASMT)	Raven Hrysenko			
Doug Abbott (Ex-Officio)	DA			
Scott Juskiewicz (Ex-Officio)	SJ			
Leslie Dickerson (Ex-Officio)	LD			
GUESTS PLEASE PRINT NAME AND INITIAL MONTH				
KAREN VAN DAVEER	KV			
Megha Reddy	MR			
Doug Coe	DC			

Date 9-5-17

Dept. SH/IH

College SME

Program: AHSS

**Description of Request/Summary:** Change Freshman elective from 3 credits to 2 credits. Changes total credits for graduation from 129 to 128. Historically degree was 128 – error possibly carried from 2015 when OSH 101 was reduced from 3 to 2 credits

**Current Course Program Information:**

<u>Course # Name</u>	<u>Credits</u>	<u>Pre-req.</u>
Free Elective	3	none

**Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)**

<u>Course # Name</u>	<u>Credits</u>	<u>Pre-req.</u>
Free Elective	2	none

**List of supporting documentation attached:**

1. Curriculum worksheet

**Assessment Leading to Request**

Departmental Assessment of total credits needed to graduate, error not realized until 2017 from 2015 changes.

**Anticipated Impacts to "Other" Programs**

None.

**Impact on Library:** No consultation is required since changes are only to the credits for the free elective.

**Date to take effect:** immediately

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

*Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- xx Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- New degree certification of 29 credits or less
- Other:

*Campus Approvals (must be approved by the VCAA prior to CRC submission):*

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more



- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

OCHE Approvals (*must be approved by the VCAA and Chancellor prior to CRC submission*):

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

Level II (*must be approved by the VCAA and Chancellor prior to CRC submission*):

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

## APPROVALS

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

Dean Approval  \_\_\_\_\_ Date \_\_\_\_\_

VCAAR Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Chancellor Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council Approval \_\_\_\_\_ Date \_\_\_\_\_

CRC Approval  \_\_\_\_\_ Date 9/28/17

Faculty Senate Approval \_\_\_\_\_ Date \_\_\_\_\_

Date Sept 2017

Dept. Safety, Health and Industrial Hygiene

College School of Mines and Engineering

Program: B.S. Occupational Safety and Health & B.S. in Applied Health and Safety Sciences

**Description of Request/Summary:** Define passing a higher level course without a pre-req and acceptable substitutions

**Current Course Program Information:** The curricula require M 151 and M 171. The curricula also require CHMY 141 and 121. In both instances, the lower level course is the pre-req for the higher level course.

Some students who begin in engineering departments earning a passing grade in the higher-level class (M171 or CHMY 141) without the course pre-requisite (M 151 or CHMY 121). Allowable substitutions have been inconsistent within the department and increase advisor workload.

**Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)**

Course # Name	Credits	Pre-req.
M 151 (add footnote) Students testing into and earning a C- or above in M 171 may substitute an OSH, ENG, SCI elective for the 4 credit hours allocated to M 151.	4	
CHMY 121 (add foot note) Students who earn a C- or above in CHMY 141 may substitute an OSH, ENG, SCI elective for the 3 credit hours allocated to CHMY 121	3	
OSH, ENG, SCI Elective defined as *100 level or higher engineering, biological science, chemistry, geology, OSH, PHYX, STAT, IH, NRSRG, KIN, AHS or M 141 or higher		

**List of supporting documentation attached:**

1. Curriculum worksheets

**Assessment Leading to Request**

Inconsistent advising and course substitutions not universally approved. Many of the OSH/ENG/SCI electives were requiring course substitution forms. With defined electives, this should substantially reduce the number of course substitutions submitted by our students.

This will eliminate the need for students who take a higher Math or Chemistry course to complete a course substitution form reducing faculty workload.

**Anticipated Impacts to "Other" Programs**

None

**Impact on Library:** NO IMPACT

**Date to take effect:** Immediately

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

*Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- New degree certification of 29 credits or less

Other:

*Campus Approvals (must be approved by the VCAA prior to CRC submission):*

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

*OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):*

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

*Level II (must be approved by the VCAA and Chancellor prior to CRC submission):*

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

## APPROVALS

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council Approval \_\_\_\_\_ Date \_\_\_\_\_

CRC Approval \_\_\_\_\_ Date \_\_\_\_\_

Faculty Senate Approval \_\_\_\_\_ Date \_\_\_\_\_

VCAA Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Chancellor Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_



**Date** Sept 2017

**Dept.** Safety, Health and Industrial Hygiene

**College** School of Mines and Engineering

**Program:** B.S. Occupational Safety and Health & a B.S. in Applied Health and Safety Sciences

**Description of Request/Summary:** Define ENG, OSH, SCI elective

**Current Course Program Information:** The B.S. in OSH curriculum requires 6 credits of ENG, OSH, SCI electives. The SHIH department defined this as a science / math course approved by the advisor. Inconsistencies with approval of course and substitutions for many student applications for graduation lead to a more specific definition of ENG, OSH, SCI elective. The B.S. in AHSS has a similar curriculum but requires 5 credits of ENG, OSH, SCI electives.

Both B.S. programs require WRIT ~~100~~<sup>101</sup>, add WRIT 121 as an **OR** to allow students and option of taking a higher level class.

**Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)**

Course # Name	Credits	Pre-req.
ENG, SCI, OSH Elective*		
*100 level or higher engineering, biological science, chemistry, geology, OSH, PHYX, STAT, IH, NRSRG, KIN, AHS or M 141 or higher		
WRIT 101		
Or		
WRIT 121		

**List of supporting documentation attached:**

1. Curriculum worksheets

**Assessment Leading to Request**

Inconsistent advising and course substitutions not universally approved. Many of the OSH/ENG/SCI electives were requiring course substitution forms. With defined electives, this should substantially reduce the number of course substitutions submitted by our students.

This will eliminate the need for students who take a higher level-writing course to complete a course substitution form reducing faculty workload.

**Anticipated Impacts to "Other" Programs**

None

**Impact on Library:** NO IMPACT

**Date to take effect:** Immediately

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

*Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- New degree certification of 29 credits or less
- Other:

*Campus Approvals (must be approved by the VCAA prior to CRC submission):*

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study

# MontanaTech

Curriculum Change Request Form Dated 8 May 2017

- Offering an existing postsecondary educational program via distance or online delivery
- Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

## APPROVALS

Department Head Approval \_\_\_\_\_  Date \_\_\_\_\_

Dean Approval \_\_\_\_\_  Date \_\_\_\_\_

Graduate Council Approval \_\_\_\_\_ Date \_\_\_\_\_

CRC Approval \_\_\_\_\_  Date 9/28/17

Faculty Senate Approval \_\_\_\_\_ Date \_\_\_\_\_

VCAA Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Chancellor Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Date 09/11/17  
Dept. Liberal Studies College CLSPS  
Program: BS in LS

Description of Request/Summary: Add PSCI 250 to the approved list of "Philosophy and Political Thought" course options.

Current Course Program Information: From Montana Tech Catalog, "LIBERAL STUDIES, BS":

*Philosophy and Political Thought (6 credits)*

Select 3 credits

- PHL 101 - Reason & Reality: Introduction to Philosophy 3 credits
- PHL 110 - Problems of Good & Evil: Introduction to Ethics 3 credits
- PSCI 101 - Introduction To Political Science 3 credits
- PSCI 210 - Introduction to American Government 3 credits

Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)

Course # Name	Credits	Pre-req.
<i>Philosophy and Political Thought (6 credits)</i>		
Select 3 credits		
<ul style="list-style-type: none"><li>• PHL 101 - Reason &amp; Reality: Introduction to Philosophy 3 credits</li><li>• PHL 110 - Problems of Good &amp; Evil: Introduction to Ethics 3 credits</li><li>• PSCI 101 - Introduction To Political Science 3 credits</li><li>• PSCI 210 - Introduction to American Government 3 credits</li><li>• PSCI 250 - Introduction to Political Theory</li></ul>		

**Assessment Leading to Request**

This course, recently developed and approved, was inadvertently left of the curriculum changes for the LS degree approved in Spring 2017.

**Anticipated Impacts to "Other" Programs**

No "impacts" are anticipated on other programs.

**Impact on Library:** No consultation is required.

**Date to take effect:** Fall 2018

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

Faculty Approvals (directly to CRC, then Faculty Senate):

- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor

**APPROVALS**

Department Head Approval SD Risser Date 9/6/17



Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

CRC Approval  Date 9/28/17

Faculty Senate Approval \_\_\_\_\_ Date \_\_\_\_\_



Date 09/11/17  
Dept. Liberal Studies College CLSPS  
Program: NA  
Description of Request/Summary: Remove Prerequisites from PHL 101.

**Current Course Program Information:** From Montana Tech Catalog:  
PHL 101 - Reason & Reality: Introduction to Philosophy - 3 credits (Hrs: 3 Lec.)  
An introductory study, based on selected philosophical writings, of the nature and scope of philosophy and some of its constituent fields of inquiry: epistemology, metaphysics, ethics, esthetics, the philosophy of history, and the philosophy of science.  
*Prerequisite(s):* Sophomore standing or Consent of Instructor. Satisfies Humanities & Fine Arts core. Course generally offered 1st semester.

**Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)**

Course # Name	Credits	Pre-req.
PHL 101 - Reason & Reality: Introduction to Philosophy - 3 credits (Hrs: 3 Lec.) An introductory study, based on selected philosophical writings, of the nature and scope of philosophy and some of its constituent fields of inquiry: epistemology, metaphysics, ethics, esthetics, the philosophy of history, and the philosophy of science. Satisfies Humanities & Fine Arts core. Course generally offered 1st semester.		

**Assessment Leading to Request**

For several years, students have lamented the requirement of "Sophomore Standing" to this class. Both UM and MSU offer the same course with no prerequisites.

**Anticipated Impacts to "Other" Programs**

This should allow all students equal access to this 100-level course.

**Impact on Library:** No consultation is required.

**Date to take effect:** Fall 2018

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

*Faculty Approvals (directly to CRC, then Faculty Senate):*

- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.**

**APPROVALS**

Department Head Approval SD Risser  Date 9/6/2017

Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

CRC Approval  Date 9/28/17

Faculty Senate Approval \_\_\_\_\_ Date \_\_\_\_\_

Date 09/11/17

Dept. Liberal Studies

College CLSPS

Program: BS in LS

Description of Request/Summary: Change the degree name from "Liberal Studies" to "Interdisciplinary Arts and Sciences."

Current Course Program Information: The current degree name of "Liberal Studies" with historical ties to the LS degrees at MSU and UM.

**Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)**

BS Degree in Interdisciplinary Arts and Sciences

**List of supporting documentation attached:**

1. Draft of BOR item request

**Assessment Leading to Request**

The current curriculum in this Bachelor of Science program more closely resembles Interdisciplinary, Integrated, or Multidisciplinary degrees at other institutions. Additionally, like the Montana Tech campus, this degree has a strong focus on the Sciences and Mathematics; the current degree name, "Liberal Studies," does not contain this connotation. Montana Tech requests authorization from the Montana Board of Regents to make this change to Interdisciplinary Arts and Sciences.

**Anticipated Impacts to "Other" Programs**

No anticipated impacts on other programs.

**Impact on Library:** No consultation is required.

**Date to take effect:** 2018/2019 Catalog

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):

- Re-titling an existing postsecondary educational program

**APPROVALS**

Department Head Approval

SD Risser

*Presented*

Date 9/6/17

Dean Approval

*OK*

Date 9/28/17

CRC Approval

*J. H. H. H.*

Date 9/28/17

Faculty Senate Approval

Date \_\_\_\_\_

VCAA Approval (see above)

Date \_\_\_\_\_

Chancellor Approval (see above)

Date \_\_\_\_\_

**Protocol:** The department requesting curriculum change holds a discussion at the departmental level, and if agreed upon by the department head, discuss with the Dean for approval. Forward the completed form along with supporting information to the CRC chair after approval from the department head, dean, and graduate council if necessary. Final changes are then made by the registrar after faculty senate approval. Guidance: <https://www.umt.edu/provost/faculty/curriculum/default.php>.

**Date** 9/1/2017

**Dept.** Electrical Engineering

**College** SME

**Program:** BS Electrical Engineering

**Description of Request/Summary:** Change the entrance requirement for EELE 203 (Circuits II for Engineers) to a have M274 as a co-req. instead of a pre-req.

**Current Course Program Information:** The current entrance requirement for EELE 203 is:

Pre-req = EELE 201, 202, M274.

**Proposed Change (Attach syllabus or curriculum for new course or curriculum changes.)**

Course # Name	Credits	Pre-req.
EELE 203, Circuits II for Engineers. Pre-req = EELE 201 and 202. Co-req = M 274. The course description and number of credits will remain the same.		

**List of supporting documentation attached:**

None

**Assessment Leading to Request**

Some student behind in their math must wait a full year to take EELE 203. The background needed from M274 is not needed in EELE 203 until later in the semester. Therefore, the faculty have determined that a co-req with M 274 is satisfactory. The dept have recently allowed students to enter EELE 203 with a co-req and they have performed satisfactory.

**Anticipated Impacts to "Other" Programs**

None

**Impact on Library:**

No library materials are impacted.

**Date to take effect:** Fall 2018.

**LEVEL of Request**

Please indicate the type of request(s) by selecting *all that apply*:

*Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
- New degree certification of 29 credits or less
- Other:

*Campus Approvals (must be approved by the VCAA prior to CRC submission):*



# MontanaTech

Curriculum Change Request Form Dated 8 May 2017

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

## APPROVALS

Department Head Approval     Dan Trudnowski     Date   9/1/17  

*Presented*

Dean Approval \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council Approval \_\_\_\_\_ Date \_\_\_\_\_

CRC Approval  Date   9/28/17  

Faculty Senate Approval \_\_\_\_\_ Date \_\_\_\_\_

VCAA Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Chancellor Approval (see above) \_\_\_\_\_ Date \_\_\_\_\_

Date 09/12/2017

# MontanaTech

## Curriculum Change Request Form

Protocol: Department requesting change should email completed forms to next approval step. Their typed name and date on the form and email record indicates approval. The form is then forwarded through the approval sequence to CRC chair.

Dept. Nursing College CLSPS Program BSN (pre-licensure) Option \_\_\_\_\_

**Description of Request:**

Replace NRSG 440 Current Trends in Healthcare with Integrated Health Assessment assimilates and builds on the education and skills gained during previous nursing course work. Pre-Licensure students will enhance

**Current Course Program Information:**

Course #	Name	Credits	Catalog Description	Pre-req.
NRSG 440	Current Trends in Healthcare	2 credits	This course will integrate current trends	None

Writing Component  YES  NO

Proposed Change – Attach Syllabus for new course. Where appropriate, include new catalogue language.

Course #	Name	Credits
NRSG 4XX	Integrated Health Assessment	3 credits

Has to go together NRSG 256

Writing Component  YES  NO

**Assessment Leading to Request**

Current healthcare trends are integrated into all courses throughout the curriculum. In order for

**Anticipated Impacts to "Other" Programs**

None

**Impact on Library**

I have consulted with Scott Juskievicz, faculty member and librarian, and discussed the online and print resources needed to support the *academic content* in a new course or change(s) in the *academic content* of an existing course, including existing resources and possible acquisitions.

No consultation is required since changes are only in the course number, course name, or course pre-requisites.

**Please Attach Supporting Documentation as Needed.**

Date to take effect: NRGV 17

APPROVAL presented

Dept. Head \_\_\_\_\_ Date \_\_\_\_\_  
(Dept. has approved)

Dean [Signature] Date \_\_\_\_\_  
(College has approved)

Graduate School \_\_\_\_\_ Date \_\_\_\_\_  
(Required of Graduate Changes.)

CRC [Signature] Date 9/28/17

Faculty \_\_\_\_\_ Date \_\_\_\_\_

Date 08-29-2017

# MontanaTech

## Curriculum Change Request Form

Protocol: Department requesting change should email completed forms to next approval step. Their typed name and date on the form and email record indicates approval. The form is then forwarded through the approval sequence to CRC chair.

Dept. Nursing College CLSPS Program Bachelor of Science in Nursing (Pre-licensure) Option \_\_\_\_\_

**Description of Request:**

NRSG 256 Pathophysiology: Reduction of credits from 4 to 3.

**Current Course Program Information:**

Course #	Name	Credits	Catalog Description	Pre-req.
NRSG 256	Pathophysiology	4cr.	This course builds upon previous knowledge	Successful completion of pre-requisite courses and admission into the clinical

Writing Component  YES  NO

**Proposed Change – Attach Syllabus for new course. Where appropriate, include new catalogue language.**

Course #	Name	Credits
NRSG 256	Pathophysiology	3 credits

Writing Component  YES  NO

**Assessment Leading to Request**

Curriculum review and comparison to other programs. The BSN remains a 120-credit degree.

**Anticipated Impacts to "Other" Programs**

None

**Impact on Library**

I have consulted with \_\_\_\_\_, faculty member and librarian, and discussed the online and print resources needed to support the *academic content* in a new course or change(s) in the *academic content* of an existing course, including existing resources and possible acquisitions.

No consultation is required since changes are only in the course number, course name, or course pre-requisites.

**Please Attach Supporting Documentation as Needed.**

Date to take effect: NOV 17

APPROVAL  
Dept. Head [Signature] Date \_\_\_\_\_  
(Dept. has approved)

Dean [Signature] Date \_\_\_\_\_  
(College has approved)

Graduate School \_\_\_\_\_ Date \_\_\_\_\_  
(Required of Graduate Changes.)

CRC [Signature] Date 9/28/17

Faculty \_\_\_\_\_ Date \_\_\_\_\_



Date 08/29/2017

# MontanaTech

## Curriculum Change Request Form

Protocol: Department requesting change should email completed forms to next approval step. Their typed name and date on the form and email record indicates approval. The form is then forwarded through the approval sequence to CRC chair.

Dept. Nursing College CLSPS Program BSN (post-licensure) Option \_\_\_\_\_

**Description of Request:**

Change the course description for NRSRG 325 in order to reflect the course. "Advanced Health Assessment integrates and builds on the education and skills gained during previous course work"

**Current Course Program Information:**

Course #	Name	Credits	Catalog Description	Pre-req.
NRSRG 325	Advanced Health Assessment	3 credits	"Advanced Health Assessment is designed to	RN licensure

Writing Component  YES  NO

Proposed Change – Attach Syllabus for new course. Where appropriate, include new catalogue language.

Course #	Name	Credits
NRSRG 325	Advanced Health Assessment	3 credits

Writing Component  YES  NO

**Assessment Leading to Request**

The course description does not reflect the course.

**Anticipated Impacts to "Other" Programs**

None

**Impact on Library**

I have consulted with Scott Juskiewicz, faculty member and librarian, and discussed the online and print resources needed to support the *academic content* in a new course or change(s) in the *academic content* of an existing course, including existing resources and possible acquisitions.

No consultation is required since changes are only in the course number, course name, or course pre-requisites.

**Please Attach Supporting Documentation as Needed.**

Date to take effect: Nov 1, 2017

APPROVAL

Dept. Head OK (Dept. has approved)

Date \_\_\_\_\_

Dean OK

(College has approved)

Date \_\_\_\_\_

Graduate School \_\_\_\_\_ Date \_\_\_\_\_ (Required of Graduate Changes.)

CRC OK

Date 9/28/17

Faculty \_\_\_\_\_ Date \_\_\_\_\_

# MontanaTech

## Policy and Procedures for:

### Service Animals, Emotional Support Animals, and Pets

Effective Date: TBD

The purpose of this policy is to provide direction and process information for accommodating persons with disabilities who may be served by a Service Animal or an Emotional Support Animal, as well as provide direction and process information for animal and pet interactions on campus.

Please note that students and employees are protected under different laws. Students are protected under ADA Title II (state and local government services) and ADA Title III (public accommodations and commercial facilities). Employees are protected under ADA Title I (prohibits employment discrimination against qualified individuals with disabilities).

If Students have questions about this policy, and/or requests for accommodations to academic, living, working, transportation, or other arrangements they should contact Student Disability Services:

#### **Disability Coordinators:**

##### **North Campus:**

**Joyce O'Neill**

(406) 496-4429

joneill@mtech.edu

Engineering Hall, Room 103

##### **Highlands College:**

**Cricket Pietsch**

(406) 496-3730

cpietsch@mtech.edu

#### **Accommodation Requests for Employees:**

If employees have questions about this policy, and/or requests for work accommodations including requesting a service animal or emotional support animal, they should contact:

**Vanessa Van Dyk**

Director of Human Resources

(406) 496 - 4322

Vvandyk@mtech.edu

# Policy

Montana Tech prohibits discrimination on the basis of disability in its educational programs, student activities, Montana Tech activities open to visitors, and in employment. The Montana Code, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Fair Housing Act, and their accompanying regulations, current or future, will prevail in implementing this policy as it relates to Service Animals and Emotional Support Animals. In general, these laws address when an entity such as Montana Tech must provide reasonable accommodations to a student or employee or visitor with a disability in order to afford the individual equal opportunity to participate in Montana Tech's programs, activities, employment and services.

## Scope

The policy expressed above governs all Montana Tech students, employees and third parties present and participating in Montana Tech's educational and working environment.

### **Service Animals and Service Animals in Training**

A "service animal" is a dog or other animal individually trained to provide assistance to an individual with a disability. (§49-4-203(2), MCA) Service animals include, but are not limited to, guide dogs for the blind, hearing dogs for the deaf/hard of hearing, and service animals for people with physical disabilities and seizure disorders. Service animals/service dogs are not considered "pets" and are explicitly permitted under state and federal civil rights laws. (See Montana Code Annotated, Title 49 Human Rights: § 49-4-214, MCA. Right To Be Accompanied By Service Animal—Identification For Service Animals In Training, is a service animal that falls under the protections of federal and state laws. **Service animals in training must be appropriately marked. See § 49-4-214(4), MCA.** Disability Services recommends that service animals wear a visible identification such as a cape, harness, backpack that identifies that the animal is a service animal. Only dogs or miniature horses are recognized as service animals under titles II and III of the ADA.

To work on campus, a service animal must be specifically trained to perform a service function. If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal.

Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded regardless of training or certification.

### **Laws Protecting Owners of a Service Animal - Americans with Disabilities Act**

When Student Disability Services determines whether an animal qualifies as a service animal they consider the **only two allowable Questions:**

1. Is the animal required because of a disability?
2. What work or task is the animal trained to perform?

Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.



Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom. They both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove his service animal from the premises **unless**:

- (1) the dog is out of control and the handler does not take effective action to control it or
- (2) the dog is not housebroken.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

### **Area Restrictions for Service Animals:**

Service Animal can go anywhere an owner can go in the facility "where the public is normally allowed to go" (e.g. residence halls, classrooms, libraries, etc.). For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment. This same principle applies to Montana Tech. The Service Animal *may not be allowed* in spaces that may be considered unsafe for the animal itself or persons using the areas. Such areas include but are not limited to: medical facilities, labs, mechanical rooms, or where the animal's use will compromise the integrity of research or other similar locations that the animal's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area.

### **Emotional Support Animal: (ESA) (also known as Assistance, Therapy or Comfort Animals)**

An Emotional Support Animal is an animal that has been permitted in **designated areas of residential communities such as residence halls and Montana Tech apartment housing** as a reasonable accommodation. ESAs are not limited by the type of animal approved if it meets the owners disability needs.

### **Laws Protecting Owners of an Emotional Support Animal:**

The Fair Housing Amendment Act protects owners of ESAs in residential communities. A request for an accommodation must be submitted to the Student Disability Services office and it must be approved before arriving on campus. More details are listed below.

### **Area Restrictions for an Emotional Support Animal (ESA):**

ESA will remain in the ESA owner's Montana Tech assigned room and is **NOT** permitted in other students' rooms or the common areas of the residential facilities, and other areas of Montana Tech such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, pools, etc. ESAs will be only allowed in the privately assigned residential room and outside dwellings.

**If an unapproved animal is identified on Montana Tech's premises please contact security at ext. 4357.** ESAs *must* remain in the resident's assigned room. The owner of an ESA may be asked to remove the animal

from Montana Tech’s facilities if the owner or ESA fails to comply with the Rules and Responsibilities outlined in Montana Tech’s ESA Policy, as this would be a violation of the signed student agreement.

## ***No Pet Policy in All Campus Facilities***

### **Pets**

A pet for the purpose of this policy, is any other animal that does not meet the definition of a Service Animal or Emotional Support Animal.

### **Area Restrictions for Pets:**

Montana Tech enforces a no-pet policy in all campus facilities.

## ***Approval Process***

### **Student Requests for the Use of Service or Emotional Support Animals:**

- For students who have a **Service Animal**, it is recommended they contact one of Montana Tech’s disability coordinators listed above.
- For Students requesting an **Emotional Support Animal** the student will need to complete a Student Verification Form for an Emotional Support Animal and a Student User/owner Statement for an Emotional Support Animal Form in the Student Disabilities Services Office located in Engineering Hall, Room 103, and it must be approved before arriving on campus.

### **A request for an Emotional Support Animal must include information to verify:**

1. The person seeking to use and live with the animal has a disability — i.e., a physical or mental impairment that substantially limits one or more major life activities, and
2. The animal works, provides assistance, performs tasks or services for the benefit of a person with a disability, or provides emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability.

### **APPROVAL PROCESS FOR EMPLOYEES:**

Title I of the ADA prohibit employment discrimination because of a disability. Allowing an individual with a disability to have a service animal or an emotional support animal accompany them to work may be considered an accommodation. The Equal Employment Opportunity Commission (EEOC) which enforces the employment provisions of the ADA (Title I), does not have a specific regulation on service animals and Title III (public accommodations and commercial facilities) regulations do not apply to questions arising under Title I. Montana Tech may request documentation to establish the existence of a disability and how the animal helps the individual perform his or her job.

If approved as an employment accommodation, an emotional support animal is considered a “Service Animal” for purposes of this policy.

Both service and emotional support animals may be excluded from the workplace if they pose either an undue hardship or a direct threat in the workplace.

For **employees** to request an accommodation, the employee must make the request to the HR Director and complete the Reasonable Accommodation Request Form.

**A request for a Service Animal must include information to verify:**

1. The person seeking to use and live with the animal has a disability — i.e., a physical or mental impairment that substantially limits one or more major life activities, and
2. The animal works, provides assistance, performs tasks or services for the benefit of a person with a disability, or provides emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability.

**Responsibilities of Persons Using Service Animals:**

- The user/owner of the animal must be in full control of the animal at all times and/or additionally must be controlled by verbal commands.
- The user/owner must ensure that animals are on a leash at all times unless a leash interfere with the animal's work or the person's disability prevents use of a leash. In that case, the person must use voice, signal, or other effective means to maintain control of the animal.
- The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal on campus.
- The animal must be accompanied by the user/owner at all times while in Montana Tech facilities.
- The user/owner is responsible for any property damage caused by the animal while on campus or at Montana Tech Apartment Housing.
- The user/owner must clean up after the animal, including the sanitary disposal of animal wastes while on campus or at Montana Tech Apartment Housing.
- Use of the animal shall not constitute a direct threat to the health and safety of others.
- The user/owner is responsible for the health of the animal and must provide vaccinations and be on a wellness program with a veterinarian.

**Responsibilities of Persons Using Emotional Support Animals**

Requirements of Animals and User/Owners Individuals with disabilities using Emotional Support Animals are responsible for their animals at all times and must comply with the following requirements: (Please note: Failure to follow these requirements may result in the withdrawal of the accommodation).

- The user/owner must have completed the requirements outlined in this procedure.
- The user/owner must register the Emotional Support Animal by completing the Verification Form included in these procedures.
- The user/owner must acknowledge and sign the User/Owner Statement for Emotional Support Animals included in these procedures.
- The animal must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies in writing that the animal is an emotional support animal.
- The user/owner of the animal must be in full control of the animal at all times.



- The user/owner must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal while at Montana Tech Residence Halls or Apartment Housing.
- The animal must be accompanied by the user/owner at all times while at Montana Tech Residence Halls or Apartment Housing.
- The user/owner is responsible for any property damage caused by the animal while at Montana Tech Residence Halls or Apartment Housing.
- The user/owner must clean up after the animal, including the sanitary disposal of animal wastes while at Montana Tech Residence Halls or Apartment Housing.
- Use of the animal shall not constitute a direct threat to the health and safety of others.
- The user/owner must ensure that animals are licensed and wear a valid vaccination tag at all times.
- The user/owner is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations and is on a wellness program with a veterinarian.
- If an owner/user obtains a new/different emotional support animal to be used under the provisions of this procedure the new/different emotional support animal must be registered and approved.

**Conflicting/Competing Disability Accommodations:**

Students and employees with medical conditions that are adversely affected by Service Animals or Emotional Support Animals should contact the Student Disability Services Office (student inquiries) or Human Resources (employee inquiries) if they have a health or safety related concern about exposure to a Service Animal or Emotional Support Animal. Students and employees registering concerns may be asked to provide medical documentation that describes their conditions allowing a determination to be made as to whether the condition is disabling and, if so, what reasonable accommodations may be appropriate.

**Student and Employee Etiquette:**

The following rules should be followed by members of the Montana Tech University campus community, including those in the residence halls:

- Service/Emotional Support animals are working companions and are not considered pets. Other persons should not touch a Service/Emotional Support animal when it is harnessed or without the permission of the resident user/handler. It distracts the animal from the task at hand.
- Other persons should not feed a Service/Emotional Support animal when it is harnessed or without the permission of the owner/handler.
- Other persons should not deliberately startle a Service/Emotional Service Animal when it is harnessed or off leash. Animals react differently to noise than humans, even with the level of training that such animals may receive.
- Other persons, students or employees cannot ask about the owner/handler's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

**Visitors with Service Animals:**

All visitors to campus with Service Animals must adhere to the same animal control, behavior and safety guidelines as students attending Montana Tech.

Staff cannot ask about the visitor's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. They can only ask **two allowable questions:**

1. Is the animal required because of a disability?
2. What work or task is the animal trained to perform?

# MontanaTech REFERENCE GUIDE FOR STUDENTS AND EMPLOYEES

STUDENTS	SERVICE ANIMAL	EMOTIONAL SUPPORT ANIMAL (ESA)	PETS
<p><b>DEFINITIONS</b></p>	<ul style="list-style-type: none"> <li>❖ A service animal is any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.</li> <li>❖ Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals.</li> </ul>	<ul style="list-style-type: none"> <li>❖ An animal that has been permitted in designated areas of residential communities as a reasonable accommodation.</li> <li>❖ ESAs are not limited by the type of animal approved if it meets the owners disability needs.</li> </ul>	<ul style="list-style-type: none"> <li>❖ A pet for the purpose of this policy, is any other animal that does not meet the definition of a Service Animal or Emotional Support Animal.</li> </ul>
<p><b>LAWS PROTECTING OWNER</b></p>	<ul style="list-style-type: none"> <li>❖ Americans with Disabilities Act (ADA) – Title II (state and local government services) and</li> <li>❖ ADA – Title III (public accommodations and commercial facilities)</li> <li>❖ When determining whether an animal qualifies as a service animal consider the two allowable inquires:               <ol style="list-style-type: none"> <li>1. Is the animal required because of a disability?</li> <li>2. What work or task is the animal trained to perform?</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Fair Housing Amendments Act</li> <li>❖ Request for ESA must be submitted to the Disability Coordinator</li> <li>❖ ESA must be approved before arriving to campus.</li> </ul>	<ul style="list-style-type: none"> <li>❖ None</li> </ul>
<p><b>AREA RESTRICTIONS</b></p>	<ul style="list-style-type: none"> <li>❖ Service Animal can go anywhere an owner can go (residence halls, classrooms, libraries, etc.)</li> <li>❖ The Service Animal <i>may NOT be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas.</i> Such areas include but are not limited to:               <ul style="list-style-type: none"> <li>❖ medical facilities</li> <li>❖ labs</li> <li>❖ mechanical rooms</li> <li>❖ or where the animal’s use will compromise the integrity of fundamental alteration of the program or activity conducted in the area</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ ESA will remain in the ESA owner’s Residence hall assigned room or Apartment Housing Unit.</li> <li>❖ ESAs are <u>NOT permitted</u> in other students’ rooms or the common areas of the residential facilities, and other areas of Montana Tech such as:               <ul style="list-style-type: none"> <li>❖ classrooms</li> <li>❖ academic buildings</li> <li>❖ administrative buildings</li> <li>❖ libraries</li> <li>❖ dining services areas</li> <li>❖ fitness center,</li> <li>❖ pools etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Montana Tech enforces a no-pet policy in all campus facilities.</li> <li>❖ Pets are not allowed in any campus facilities.</li> </ul>

EMPLOYEES	SERVICE ANIMALS	EMOTIONAL SUPPORT ANIMALS (ESAs)	PETS
<p><b>DEFINITIONS</b></p>	<ul style="list-style-type: none"> <li>❖ The Equal Employment Opportunity Commission (EEOC) which enforces the employment provisions of the ADA (Title I), <b>does not have a specific regulation on service animals</b> and <b>Title III</b> (public accommodations and commercial facilities) regulations <b>do not apply to questions arising under Title I.</b></li> <li>❖ Service Animals are</li> <li>❖ Montana Tech may request documentation to establish the existence of a disability and how the animal helps the individual perform his or her job.</li> </ul>	<ul style="list-style-type: none"> <li>❖ If approved as an employment accommodation, an emotional support animal is considered a “Service Animal” for purposes of this policy.</li> </ul>	<ul style="list-style-type: none"> <li>❖ A pet for the purpose of this policy, is any other animal that does not meet the definition of a Service Animal or Emotional Support Animal.</li> </ul>
<p><b>LAWS PROTECTING EMPLOYEE</b></p>	<ul style="list-style-type: none"> <li>❖ ADA Title I (prohibits employment discrimination against qualified individuals with disabilities)</li> <li>❖ Allowing an individual with a disability to have a service animal or an emotional support animal accompany them to work may be considered an accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>❖ ADA Title I (prohibits employment discrimination against qualified individuals with disabilities)</li> <li>❖ Allowing an individual with a disability to have a service animal or an emotional support animal accompany them to work may be considered an accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>❖ None</li> </ul>
<p><b>AREA RESTRICTIONS</b></p>	<ul style="list-style-type: none"> <li>❖ Service Animal can go anywhere an owner can go (residence halls, classrooms, libraries, etc.)</li> <li>❖ The Service Animal <u>may NOT be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas.</u> Such areas include but are not limited to: <ul style="list-style-type: none"> <li>❖ medical facilities</li> <li>❖ labs</li> <li>❖ mechanical rooms</li> <li>❖ or where the animal’s use will compromise the integrity of fundamental alteration of the program or activity conducted in the area</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ An Emotional Support Animal is considered a Service Animal if allowed and approved as an accommodation and can go anywhere an owner can go (residence halls, classrooms, libraries, etc.)</li> <li>❖ The Service Animal <u>may NOT be allowed in spaces that may be considered unsafe for the animal itself or persons using the areas.</u> Such areas include but are not limited to: <ul style="list-style-type: none"> <li>❖ medical facilities</li> <li>❖ labs</li> <li>❖ mechanical rooms</li> <li>❖ or where the animal’s use will compromise the integrity of fundamental alteration of the program or activity conducted in the area</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Montana Tech enforces a no-pet policy in all campus facilities.</li> <li>❖ Pets are not allowed in any campus facilities.</li> </ul>



# MontanaTech

## STUDENT USER/OWNER STATEMENT FOR EMOTIONAL SUPPORT ANIMALS

### The user/owner:

- Must have completed the requirements outlined in Montana Tech’s policy and procedures
- Must register the Emotional Support Animal by completing the Student Verification Form included in the policy and procedures
- Must acknowledge and sign the User/Owner Statement for Emotional Support Animals included in the policy and procedures
- Must ensure that animals are on a leash at all times (if applicable)
- Must take responsibility for the behavior of the animal in private and public places, and for due care and diligence in the use of the animal at Montana Tech Residence Halls or Apartment Housing
- Must be in full control of the animal at all times and/or additionally must be controlled by verbal commands
- Must be accompanied by the user/owner at all times while at Montana Tech Residence Halls or Apartment Housing
- Is responsible for any property damage caused by the animal while at Montana Tech Residence Halls or Apartment Housing
- Must clean up after the animal, including the sanitary disposal of animal wastes while at Montana Tech Residence Halls or Apartment Housing.
- Use of the animal shall not constitute a direct threat to the health and safety of others
- Must ensure that animals are licensed and wear a valid vaccination tag at all times
- Is responsible for the health of the animal and must provide verification from a qualified veterinarian that all vaccinations and is on a wellness program with a veterinarian
- The animal must wear a leash, collar, cape, harness, backpack or other appropriate visible identification that identifies in writing that the animal is an emotional support animal.
- If an owner/user obtains a new/different emotional support animal to be used under the provisions of this procedure the new/different emotional support animal must be registered and approved.

Failure to uphold and abide by these policies described here could result in a resident owner/handler not being permitted to keep the Emotional Support Animal in Montana Tech Residence Halls or Apartment Housing.

### Montana Tech has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner/handler or others.
- The owner/handler does not comply with the owner/handler’s responsibilities outlined in the guidelines for having an Emotional Support Animal in Montana Tech Residence Halls or Apartment Housing.
- The animal causes uncontrollable disturbances.
- The animal has been abandoned or left in Montana Tech Residence Halls or Apartment Housing during Montana Tech’s closings.

I have read and understand the Guidelines above and Montana Tech’s Policy and Procedures for Service Animals, Emotional Support Animals, and Pets within.

Print Name of Requesting Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

For Office Use (Original must be filed with Student Information)

Student Disability Services Approval (Approver’s Name): \_\_\_\_\_

Approver’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Term/Year Approved: \_\_\_\_\_

# MontanaTech

## Student Verification Form for Emotional Support Animal

This verification form should be completed by a certified and/or licensed medical professional who is familiar with the individual's history and with the functional limitations imposed by his/her disability.

**Name of the individual:**

---

a) What is his/her disability?

---

b) What was the date of onset?

---

c) How long is the disability expected to last?

---

d) How many times have you seen this person?

---

e) What criteria were used to diagnose the disability?

---

f) What kind of animal is it and who owns the animal?

---

Please provide specific evidence that this person's disability results in a functional limitation, which requires an emotional support animal.

---

Please provide details on how the emotional support animal addresses the functional limitations of this person described above.

---

Is there any compelling reason why this person could not care for the animal or keep it under control?

---

Would denying an emotional support animal prevent or severely limit this person's right to participate in and benefit from University programs?

---

If yes, please explain.

---

***Signature and Contact information of the professional filling out this form:***

Signature:

Date:

---

Print Name:

Title and/or Credentials:

---

Address:

Email Address:

---

Phone:

Fax:

---